



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and Management

DFCM

**MULTI-STEP BIDDING PROCESS
FOR
CONTRACTORS**

**Request For Solicitation For
Construction Services**

Stage II – Mechanical Contractors Bidders List FY09

August 6, 2008

MOAB REGIONAL HVAC DUCT REPLACEMENT

DEPARTMENT OF HUMAN SERVICES

MOAB, UTAH

DFCM Project No. 08040400

**Van Boerum & Frank Associates, Inc.
330 South 300 East
Salt Lake City, Utah 84111**

TABLE OF CONTENTS

	Page #
Title Sheet	1
Table of Contents	2
Invitation to Bid	3
Stage II – Multi-Step Bidding Process	4
Stage II - Project Schedule	8
Bid Form	9
Bid Bond	11
Instructions and Subcontractors List Form	12
Contractor's Agreement	15
Performance Bond	20
Payment Bond	21
Certificate of Substantial Completion	22
General Contractor Performance Rating Form	

Current copies of the following documents are hereby made part of these contract documents by reference. These documents are available on the DFCM web site at <http://dfcm.utah.gov> or are available upon request from DFCM:

DFCM Supplemental General Conditions dated July 15, 2008
DFCM General Conditions dated May 25, 2005
DFCM Application and Certificate for Payment dated May 25, 2005

Technical Specifications:
Drawings:

The Agreement and General Conditions dated May 25, 2005 have been updated from versions that were formally adopted and in use prior to this date. The changes made to the General Conditions are identified in a document entitled Revisions to General Conditions that is available on DFCM's web site at <http://dfcm.utah.gov>

INVITATION TO BID

ONLY FIRMS PRE-QUALIFIED DURING STAGE I OF THE RFS ARE ALLOWED TO BID ON THIS PROJECT

The State of Utah - Division of Facilities Construction and Management (DFCM) is requesting bids for the construction of the following project:

Project Name: Moab Regional HVAC Duct Replacement – Department of Human Services – Moab, Utah
DFCM Project No: 08040400

Project Description: Replace existing duct board with new hard duct.
Construction Cost Estimate: \$135,000.00

Company	Contact	Fax
Ben Lomond Mechanical	Mr. Jeff Dalton	(801) 731-7844
Commercial Mechanical Sys & Srv	Mr. Norman J. Cole	(801) 977-3928
Envision Mechanical, Inc.	Mr. Ray Squier	(801) 731-8070
Harris Air Systems, Inc.	Mr. Omar Nava	(801) 467-6524
Harris Companies	Mr. Frank Dorhofer	(801) 433-2641
KOH Mechanical Contractors	Mr. Larry Hansen	(801) 254-6374
Mechanical Service & Systems, Inc.	Mr. Randy Karren	(801) 561-4673
Ralph Tye and Sons, Inc.	Mr. Doug Tye	(801) 262-1391
Rocky Mountain Mechanical	Mr. Jeff Larsen	(801) 467-1460
S.R. Mechanical, Inc.	Mr. Steven Roberts	(435) 529-7851
Tod R. Packer Heating & Air	Mr. Todd R. Packer	(801) 849-1314

The bid documents will be available on **Wednesday, August 6, 2008** in electronic format only on CDs from DFCM at 4110 State Office Building, Salt Lake City, Utah 84114, telephone (801)538-3018 and on the DFCM web page at <http://dfcm.utah.gov>. For questions regarding this project, please contact **Michael Ambre**, Project Manager, DFCM, at **(801)209-9104**. No others are to be contacted regarding this project.

A **MANDATORY** pre-bid meeting and site visit will be held at **10:00 AM on Thursday, August 14, 2008 at Moab Dept. Human Services 1165 South Highway 191 Moab, Utah** . All pre-qualified prime contractors wishing to bid on this project must attend this meeting.

Bids must be submitted by **2:00 PM on Wednesday, August 27, 2008** to DFCM, 4110 State Office Building, Salt Lake City, Utah 84114. Bids will be opened and read aloud in the DFCM Conference Room, 4110 State Office Building, Salt Lake City, Utah. Note: Bids must be received at 4110 State Office Building by the specified time. The contractor shall comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah.

A bid bond in the amount of five percent (5%) of the bid amount, made payable to the Division of Facilities Construction and Management on DFCM's bid bond form, shall accompany the bid.

The Division of Facilities Construction & Management reserves the right to reject any or all bids or to waive any formality or technicality in any bid in the interest of the State.

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
JOANNA REESE, CONTRACT COORDINATOR
4110 State Office Bldg., Salt Lake City, Utah 84114

STAGE II - MULTI-STEP BIDDING PROCESS

ONLY FIRMS PRE-QUALIFIED DURING STAGE I OF THE RFS ARE ALLOWED TO BID ON THIS PROJECT

1. Invitational Bid Procedures

The following is an overview of the invitational bid process. More detailed information is contained throughout the document. Contractors are responsible for reading and complying with all information contained in this document.

Notification: DFCM will notify each registered pre-qualified firm (via fax or e-mail) when a project is ready for Construction Services and invite them to bid on the project.

Description of Work: A description of work or plans/specifications will be given to each contractor. If required, the plans and specifications will be available on the DFCM web page at <http://dfcm.utah.gov> and on CDs from DFCM, at 4110 State Office Building, Salt Lake City, Utah 84114.

Schedule: The Stage II Schedule shows critical dates including the mandatory pre-bid site meeting (if required), the question and answer period, the bid submittal deadline, the subcontractor list submittal deadline, etc. Contractors are responsible for meeting all deadlines shown on the schedule.

Mandatory Pre-Bid Site Meeting: If a firm fails to attend a pre-bid site meeting labeled “Mandatory” they will not be allowed to bid on the project. At the mandatory meeting, contractors may have an opportunity to inspect the site, receive additional instructions and ask questions about project. The schedule contains information on the date, time, and place of the mandatory pre-bid site meeting.

Written Questions: All questions must be in writing and directed to DFCM’s project manager assigned to this project. No others are to be contacted regarding this project. The schedule contains information on the deadline for submitting questions.

Addendum: All clarifications from DFCM will be in writing and issued as an addendum to the RFS. Addenda will be posted on DFCM’s web site at <http://dfcm.utah.gov>. Contractors are responsible for obtaining information contained in each addendum from the web site. Addenda issued prior to the submittal deadline shall become part of the bidding process and must be acknowledged on the bid form. Failure to acknowledge addenda may result in disqualification from bidding.

Submitting Bids: Bids must be submitted to DFCM 4110 State Office Building, Salt Lake City, Utah 84114 by the deadline indicated on the schedule. Bids submitted after the deadline will not be accepted. Bids will be opened at DFCM on the date, time, and place indicated on the schedule.

Subcontractors List: The firm selected for the project must submit a list of all subcontractors by the deadline indicated on the schedule contained in this document.

Pre-qualified List of Contractors: Contractors shall remain on DFCM’s list of pre-qualified contractors provided: (a) they maintain a performance rating of 3.5 or greater on each project, (b) they are not suspended for failure to comply with requirements of their contract, (c) the firm has not undergone a significant reorganization involving the loss of key personnel (site superintendents, project managers, owners, etc.) to a degree such that the firm no longer meets the pre-qualification requirements outlined in Stage I, (d) the financial viability of the firm has not significantly changed, and (e) the firm is not otherwise disqualified by DFCM. Note: If a contractor fails to comply with items (a) through (e) above,

they may be removed from DFCM's list of pre-qualified contractors following an evaluation by a review committee. Contractors will be given the opportunity to address the review committee before a decision is made. Pre-qualified contractors are ONLY authorized to bid on projects within the discipline that they were originally pre-qualified under.

2. Drawings and Specifications and Interpretations

Drawings, specifications and other contract documents may be obtained as stated in the Invitation to Bid. If any firm is in doubt as to the meaning or interpretation of any part of the drawings, specifications, scope of work or contract documents, they shall submit, in writing, a request for interpretation to the authorized DFCM representative by the deadline identified in the schedule. Answers to questions and interpretations will be made via addenda issued by DFCM. Neither DFCM or the designer shall be responsible for incorrect information obtained by contractors from sources other than the official drawings/specifications and addenda issued by DFCM.

3. Product Approvals

Where reference is made to one or more proprietary products in the contract documents, but restrictive descriptive materials of one or more manufacturer(s) is referred to in the contract documents, the products of other manufacturers will be accepted, provided they equal or exceed the standards set forth in the drawings and specifications and are compatible with the intent and purpose of the design, subject to the written approval of the Designer. Such written approval must occur prior to the deadline established for the last scheduled addendum to be issued. The Designer's written approval will be included as part of the addendum issued by DFCM. If the descriptive material is not restrictive, the products of other manufacturers specified will be accepted without prior approval provided they are compatible with the intent and purpose of the design as determined by the Designer.

4. Addenda

All clarifications from DFCM will be in writing and issued as an addendum to the RFS. Addenda will be posted on DFCM's web site at <http://dfcm.utah.gov>. Contractors are responsible for obtaining information contained in each addendum from the web site. Addenda issued prior to the submittal deadline shall become part of the bidding process and must be acknowledged on the bid form. Failure to acknowledge addenda shall result in disqualification from bidding. DFCM shall not be responsible for incorrect information obtained by contractors from sources other than official addenda issued by DFCM.

5. Financial Responsibility of Contractors, Subcontractors and Sub-subcontractors

Contractors shall respond promptly to any inquiry in writing by DFCM to any concern of financial responsibility of the Contractor, Subcontractor or Sub-subcontractor. Failure to respond may result in suspension from DFCM's list of pre-qualified contractors.

6. Licensure

The Contractor shall comply with and require all of its Subcontractors to comply with the license laws as required by the State of Utah.

7. Permits

In concurrence with the requirements for permitting in the general conditions, it is the responsibility of the contractor to obtain the fugitive dust plan requirements from the Utah Division of Air Quality and the SWPPP requirements from the Utah Department of Environmental Quality and submit the completed forms and pay any permit fee that may be required for this specific project. Failure to obtain the required permit may result in work stoppage and/or fines from the regulating authority that will be the sole responsibility of the contractor. Any delay to the project as a result of any such failure to obtain the permit or noncompliance with the permit shall not be eligible for any extension in the Contract Time.

8. Time is of the Essence

Time is of the essence in regard to all the requirements of the contract documents.

9. Bids

Before submitting a bid, each bidder shall carefully examine the contract documents; shall visit the site of the work; shall fully inform themselves as to all existing conditions and limitations; and shall include in the bid the cost of all items required by the contract documents including those added via addenda. If the bidder observes that portions of the contract documents are at variance with applicable laws, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the bidder shall promptly notify the DFCM Project Manager prior to the bidding deadline. Changes necessary to correct these issues will be made via addenda issued by DFCM.

The bid, bearing original signatures, must be typed or handwritten in ink on the Bid Form provided in the procurement documents and submitted in a sealed envelope at the location specified by the Invitation to Bid prior to the published deadline for the submission of bids.

Bid bond security, in the amount of five percent (5%) of the bid, made payable to the Division of Facilities Construction and Management, shall accompany bid. **THE BID BOND MUST BE ON THE BID BOND FORM PROVIDED IN THE PROCUREMENT DOCUMENTS IN ORDER TO BE CONSIDERED AN ACCEPTABLE BID.**

If the bid bond security is submitted on a form other than DFCM's required bid bond form, and the bid security meets all other legal requirements, the bidder will be allowed to provide an acceptable bid bond by the close of business on the next business day following notification by DFCM of submission of a defective bid bond security. **A cashier's check cannot be used as a substitute for a bid bond.**

10. Listing of Subcontractors

Listing of Subcontractors shall be as summarized in the "Instructions and Subcontractor's List Form", included as part of the contract documents. The subcontractors list shall be delivered to DFCM or faxed to DFCM at (801) 538-3677 within 24 hours of the bid opening. Requirements for listing additional subcontractors will be listed in the contract documents.

DFCM retains the right to audit or take other steps necessary to confirm compliance with requirements for the listing and changing of subcontractors. Any contractor who is found to not be in compliance with these requirements may be suspended from DFCM's list of pre-qualified contractors.

11. Contract and Bond

The Contractor's Agreement will be in the form provided in this document. The duration of the contract shall be for the time indicated by the project completion deadline shown on the schedule. The successful bidder, simultaneously with the execution of the Contractor's Agreement, will be required to furnish a performance bond and a payment bond, both bearing original signatures, upon the forms provided in the procurement documents.

The performance and payment bonds shall be for an amount equal to one hundred percent (100%) of the Contract Sum and secured from a company that meets the requirements specified in the requisite forms. Any bonding requirements for Subcontractors will be specified in the Supplementary General Conditions.

12. Award of Contract

The Contract will be awarded as soon as possible to the lowest, responsive and responsible bidder, based on the lowest combination of base bid and acceptable prioritized alternates, provided the bid is reasonable, is in the interests of DFCM to accept and after applying the Utah Preference Laws in U.C.A. Title 63, Chapter 56. DFCM reserves the right to waive any technicalities or formalities in any bid or in the bidding. Alternates will be accepted on a prioritized basis with Alternate 1 being highest priority, Alternate 2 having second priority, etc. Alternates will be selected in prioritized order up to the construction cost estimate.

13. Right to Reject Bids

DFCM reserves the right to reject any or all Bids.

14. Withdrawal of Bids

Bids may be withdrawn on written request received from bidders within 24 hours after the bid opening if the contractor has made an error in preparing the bid.

15. DFCM Contractor Performance Rating

As a contractor completes each project, DFCM will evaluate project performance based on the enclosed "DFCM Contractor Performance Rating" form. The ratings issued on this project may affect the firm's "pre-qualified" status and their ability to obtain future work with DFCM.



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and Management

DFCM

**Stage II
PROJECT SCHEDULE**

PROJECT NAME: MOAB REGIONAL HVAC DUCT REPLACEMENT DEPARTMENT OF HUMAN SERVICES – MOAB, UTAH DFCM PROJECT #: 08040400				
Event	Day	Date	Time	Place
Stage II Bidding Documents Available	Wednesday	August 6, 2008	2:00 PM	DFCM 4110 State Office Building SLC, UT and the DFCM web site*
Mandatory Pre-bid Site Meeting	Thursday	August 14, 2008	10:00 AM	Moab Human Services Building, 1165 South Highway 191 Moab, Utah
Deadline for Submitting Questions	Monday	August 18, 2008	4:00 PM	Michael Ambre– DFCM E-mail mambre@utah.gov Fax (801)-538-3267
Addendum Deadline (exception for bid delays)	Thursday	August 21, 2008	2:00 PM	DFCM web site*
Prime Contractors Turn in Bid and Bid Bond	Wednesday	August 27, 2008	2:00 PM	DFCM 4110 State Office Building SLC, UT
Subcontractors List Due	Thursday	August 28, 2008	2:00 PM	DFCM 4110 State Office Building SLC, UT Fax 801-538-3677
Substantial Completion Date	Friday	December 5, 2008	5:00 PM	

* NOTE: DFCM's web site address is <http://dfcm.utah.gov>

**Division of Facilities Construction and Management****DFCM****BID FORM**

NAME OF BIDDER _____ DATE _____

To the Division of Facilities Construction and Management
4110 State Office Building
Salt Lake City, Utah 84114

The undersigned, responsive to the "Invitation to Bid" and in accordance with the Request for Bids for the **Moab Regional HVAC Duct Replacement – Department of Human Services – Moab, Utah - DFCM Project No. 08040400** and having examined the Contract Documents and the site of the proposed Work and being familiar with all of the conditions surrounding the construction of the proposed Project, including the availability of labor, hereby proposes to furnish all labor, materials and supplies as required for the Work in accordance with the Contract Documents as specified and within the time set forth and at the price stated below. This price is to cover all expenses incurred in performing the Work required under the Contract Documents of which this bid is a part:

I/We acknowledge receipt of the following Addenda: _____

For all work shown on the Drawings and described in the Specifications and Contract Documents, I/we agree to perform for the sum of:

_____ DOLLARS (\$_____)
(In case of discrepancy, written amount shall govern)

I/We guarantee that the Work will be Substantially Complete by December 5, 2008, should I/we be the successful bidder, and agree to pay liquidated damages in the amount of **\$250.00** per day for each day after expiration of the Contract Time as stated in Article 3 of the Contractor's Agreement.

This bid shall be good for 45 days after bid opening.

Enclosed is a 5% bid bond, as required, in the sum of _____

The undersigned Contractor's License Number for Utah is _____.

BID FORM
PAGE NO. 2

Upon receipt of notice of award of this bid, the undersigned agrees to execute the contract within ten (10) days, unless a shorter time is specified in Contract Documents, and deliver acceptable Performance and Payment bonds in the prescribed form in the amount of 100% of the Contract Sum for faithful performance of the contract. The Bid Bond attached, in the amount not less than five percent (5%) of the above bid sum, shall become the property of the Division of Facilities Construction and Management as liquidated damages for delay and additional expense caused thereby in the event that the contract is not executed and/or acceptable 100% Performance and Payment bonds are not delivered within time set forth.

Type of Organization: _____
(Corporation, Partnership, Individual, etc.)

Any request and information related to Utah Preference Laws:

Respectfully submitted,

Name of Bidder

ADDRESS:

Authorized Signature

BID BOND

(Title 63, Chapter 56, U. C. A. 1953, as Amended)

KNOW ALL PERSONS BY THESE PRESENTS:

That _____ hereinafter referred to as the "Principal," and _____, a corporation organized and existing under the laws of the State of _____, with its principal office in the City of _____ and authorized to transact business in this State and U. S. Department of the Treasury Listed, (Circular 570, Companies Holding Certificates of Authority as Acceptable Securities on Federal Bonds and as Acceptable Reinsuring Companies); hereinafter referred to as the "Surety," are held and firmly bound unto the STATE OF UTAH, hereinafter referred to as the "Obligee," in the amount of \$ _____ (5% of the accompanying bid), being the sum of this Bond to which payment the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted to Obligee the accompanying bid incorporated by reference herein, dated as shown, to enter into a contract in writing for the _____ Project.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the said principal does not execute a contract and give bond to be approved by the Obligee for the faithful performance thereof within ten (10) days after being notified in writing of such contract to the principal, then the sum of the amount stated above will be forfeited to the State of Utah as liquidated damages and not as a penalty; if the said principal shall execute a contract and give bond to be approved by the Obligee for the faithful performance thereof within ten (10) days after being notified in writing of such contract to the Principal, then this obligation shall be null and void. It is expressly understood and agreed that the liability of the Surety for any and all defaults of the Principal hereunder shall be the full penal sum of this Bond. The Surety, for value received, hereby stipulates and agrees that obligations of the Surety under this Bond shall be for a term of sixty (60) days from actual date of the bid opening.

PROVIDED, HOWEVER, that this Bond is executed pursuant to provisions of Title 63, Chapter 56, Utah Code Annotated, 1953, as amended, and all liabilities on this Bond shall be determined in accordance with said provisions to same extent as if it were copied at length herein.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their several seals on the date indicated below, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

DATED this _____ day of _____, 20_____.

Principal's name and address (if other than a corporation):

By: _____

Title: _____

Principal's name and address (if a corporation):

By: _____

Title: _____
(Affix Corporate Seal)

Surety's name and address:

STATE OF _____)
COUNTY OF _____) ss.

By: _____
Attorney-in-Fact (Affix Corporate Seal)

On this ____ day of _____, 20____, personally appeared before me _____, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who, being by me duly sworn, did say that he/she is the Attorney-in-fact of the above-named Surety Company, and that he/she is duly authorized to execute the same and has complied in all respects with the laws of Utah in reference to becoming sole surety upon bonds, undertakings and obligations, and that he/she acknowledged to me that as Attorney-in-fact executed the same.

Subscribed and sworn to before me this _____ day of _____, 20____.
My Commission Expires: _____
Resides at: _____

Agency: _____
Agent: _____
Address: _____
Phone: _____

NOTARY PUBLIC

Approved As To Form: May 25, 2005
By Alan S. Bachman, Asst Attorney General

**Division of Facilities Construction and Management****INSTRUCTION AND SUBCONTRACTORS LIST FORM**

The three low bidders, as well as all other bidders that desire to be considered, are required by law to submit to DFCM within 24 hours of bid opening a list of **ALL** first-tier subcontractors, including the subcontractor's name, bid amount and other information required by Building Board Rule and as stated in these Contract Documents, based on the following:

DOLLAR AMOUNTS FOR LISTING

PROJECTS UNDER \$500,000: ALL FIRST-TIER SUBS \$20,000 OR OVER MUST BE LISTED
PROJECTS \$500,000 OR MORE: ALL FIRST-TIER SUBS \$35,000 OR OVER MUST BE LISTED

- Any additional subcontractors identified in the bid documents shall also be listed.
- The DFCM Director may not consider any bid submitted by a bidder if the bidder fails to submit a subcontractor list meeting the requirements of State law.
- List subcontractors for base bid as well as the impact on the list that the selection of any alternate may have.
- Bidder may not list more than one subcontractor to perform the same work.
- If there are no subcontractors for the job that are required to be reported by State law (either because there are no subcontractors that will be used on the project or because there are no first-tier subcontractors over the dollar amounts referred to above), then you do not need to submit a sublist. If you do not submit a sublist, it will be deemed to be a representation by you that there are no subcontractors on the job that are required to be reported under State law. At any time, DFCM reserves the right to inquire, for security purposes, as to the identification of the subcontractors at any tier that will be on the worksite.

LICENSURE:

The subcontractor's name, the type of work, the subcontractor's bid amount, and the subcontractor's license number as issued by DOPL, if such license is required under Utah Law, shall be listed. Bidder shall certify that all subcontractors, required to be licensed, are licensed as required by State law. A subcontractor includes a trade contractor or specialty contractor and does not include suppliers who provide only materials, equipment, or supplies to a contractor or subcontractor.

'SPECIAL EXCEPTION':

A bidder may list 'Special Exception' in place of a subcontractor when the bidder intends to obtain a subcontractor to perform the work at a later date because the bidder was unable to obtain a qualified or reasonable bid under the provisions of U.C.A. Section 63A-5-208(4). The bidder shall insert the term 'Special Exception' for that category of work, and shall provide documentation with the subcontractor list describing the bidder's efforts to obtain a bid of a qualified subcontractor at a reasonable cost and why the bidder was unable to obtain a qualified subcontractor bid. The Director must find that the bidder complied in good faith with State law requirements for any 'Special Exception' designation, in order for the bid to be considered. If awarded the contract, the Director shall supervise the bidder's efforts to obtain a qualified subcontractor bid. The amount of the awarded contract may not be adjusted to reflect the actual amount of the subcontractor's bid. Any listing of 'Special Exception' on the sublist form shall also include amount allocated for that work.

GROUND FOR DISQUALIFICATION:

The Director may not consider any bid submitted by a bidder if the bidder fails to submit a subcontractor list meeting the requirements of State law. Director may withhold awarding the contract to a particular bidder if one or more of the proposed subcontractors are considered by the Director to be unqualified to do the Work or for such

INSTRUCTIONS AND SUBCONTRACTORS LIST FORM
Page No. 2

other reason in the best interest of the State of Utah. Notwithstanding any other provision in these instructions, if there is a good faith error on the sublist form, at the sole discretion of the Director, the Director may provide notice to the contractor and the contractor shall have 24 hours to submit the correction to the Director. If such correction is submitted timely, then the sublist requirements shall be considered met.

CHANGES OF SUBCONTRACTORS SPECIFICALLY IDENTIFIED ON SUBLIST FORM:

Subsequent to twenty-four hours after the bid opening, the contractor may change its listed subcontractors only after receiving written permission from the Director based on complying with all of the following criteria.

- (1) The contractor has established in writing that the change is in the best interest of the State and that the contractor establishes an appropriate reason for the change, which may include, but not is not limited to, the following reasons: the original subcontractor has failed to perform, or is not qualified or capable of performing, and/or the subcontractor has requested in writing to be released.
- (2) The circumstances related to the request for the change do not indicate any bad faith in the original listing of the subcontractors.
- (3) Any requirement set forth by the Director to ensure that the process used to select a new subcontractor does not give rise to bid shopping.
- (4) Any increase in the cost of the subject subcontractor work is borne by the contractor.
- (5) Any decrease in the cost of the subject subcontractor work shall result in a deductive change order being issued for the contract for such decreased amount.
- (6) The Director will give substantial weight to whether the subcontractor has consented in writing to being removed unless the Contractor establishes that the subcontractor is not qualified for the work.

EXAMPLE:

Example of a list where there are only four subcontractors:

TYPE OF WORK	SUBCONTRACTOR, "SELF" OR "SPECIAL EXCEPTION"	SUBCONTRACTOR BID AMOUNT	CONTRACTOR LICENSE #
ELECTRICAL	ABCD Electric Inc.	\$350,000.00	123456789000
LANDSCAPING	"Self" *	\$300,000.00	123456789000
CONCRETE (ALTERNATE #1)	XYZ Concrete Inc	\$298,000.00	987654321000
MECHANICAL	"Special Exception" (attach documentation)	Fixed at: \$350,000.00	(TO BE PROVIDED AFTER OBTAINING SUBCONTRACTOR)

* Bidders may list "self", but it is not required.

**PURSUANT TO STATE LAW - SUBCONTRACTOR BID AMOUNTS CONTAINED IN THIS
SUBCONTRACTOR LIST SHALL NOT BE DISCLOSED UNTIL THE CONTRACT HAS BEEN AWARDED.**



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Facilities Construction and Management

DFCM

SUBCONTRACTORS LIST
FAX TO 801-538-3677

PROJECT TITLE: _____

Caution: You must read and comply fully with instructions.

TYPE OF WORK	SUBCONTRACTOR, "SELF" OR "SPECIAL EXCEPTION"	SUBCONTRACTOR BID AMOUNT	CONT. LICENSE #

We certify that:

1. This list includes all subcontractors as required by the instructions, including those related to the base bid as well as any alternates.
2. We have listed "Self" or "Special Exception" in accordance with the instructions.
3. All subcontractors are appropriately licensed as required by State law.

FIRM: _____

DATE: _____

SIGNED BY: _____

NOTICE: FAILURE TO SUBMIT THIS FORM, PROPERLY COMPLETED AND SIGNED, AS REQUIRED IN THESE CONTRACT DOCUMENTS, SHALL BE GROUNDS FOR OWNER'S REFUSAL TO ENTER INTO A WRITTEN CONTRACT WITH BIDDER. ACTION MAY BE TAKEN AGAINST BIDDERS BID BOND AS DEEMED APPROPRIATE BY OWNER. ATTACH A SECOND PAGE IF NECESSARY.

CONTRACTOR'S AGREEMENT

FOR:

THIS CONTRACTOR'S AGREEMENT, made and entered into this ____ day of _____, 20__, by and between the DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT, hereinafter referred to as "DFCM", and _____, incorporated in the State of _____ and authorized to do business in the State of Utah, hereinafter referred to as "Contractor", whose address is _____.

WITNESSETH: WHEREAS, DFCM intends to have Work performed at _____
_____.

WHEREAS, Contractor agrees to perform the Work for the sum stated herein.

NOW, THEREFORE, DFCM and Contractor for the consideration provided in this Contractor's Agreement, agree as follows:

ARTICLE 1. SCOPE OF WORK. The Work to be performed shall be in accordance with the Contract Documents prepared by _____ and entitled "_____
_____."

The DFCM General Conditions ("General Conditions") dated May 25, 2005 and Supplemental General Conditions dated July 15, 2008 ("also referred to as General Conditions") and on file at the office of DFCM and available on the DFCM website, are hereby incorporated by reference as part of this Agreement and are included in the specifications for this Project. All terms used in this Contractor's Agreement shall be as defined in the Contract Documents, and in particular, the General Conditions.

The Contractor Agrees to furnish labor, materials and equipment to complete the Work as required in the Contract Documents which are hereby incorporated by reference. It is understood and agreed by the parties hereto that all Work shall be performed as required in the Contract Documents and shall be subject to inspection and approval of DFCM or its authorized representative. The relationship of the Contractor to the DFCM hereunder is that of an independent Contractor.

ARTICLE 2. CONTRACT SUM. The DFCM agrees to pay and the Contractor agrees to accept in full performance of this Contractor's Agreement, the sum of _____
_____ DOLLARS AND NO CENTS (\$_____.00), which is the base bid, and which sum also includes the cost of a 100%

CONTRACTOR'S AGREEMENT
PAGE NO. 2

Performance Bond and a 100% Payment Bond as well as all insurance requirements of the Contractor. Said bonds have already been posted by the Contractor pursuant to State law. The required proof of insurance certificates have been delivered to DFCM in accordance with the General Conditions before the execution of this Contractor's Agreement.

ARTICLE 3. TIME OF COMPLETION AND DELAY REMEDY. The Work shall be Substantially Complete by _____. Contractor agrees to pay liquidated damages in the amount of \$_____ per day for each day after expiration of the Contract Time until the Contractor achieves Substantial Completion in accordance with the Contract Documents, if Contractor's delay makes the damages applicable. The provision for liquidated damages is: (a) to compensate the DFCM for delay only; (b) is provided for herein because actual damages can not be readily ascertained at the time of execution of this Contractor's Agreement; (c) is not a penalty; and (d) shall not prevent the DFCM from maintaining Claims for other non-delay damages, such as costs to complete or remedy defective Work.

No action shall be maintained by the Contractor, including its or Subcontractor or suppliers at any tier, against the DFCM or State of Utah for damages or other claims due to losses attributable to hindrances or delays from any cause whatsoever, including acts and omissions of the DFCM or its officers, employees or agents, except as expressly provided in the General Conditions. The Contractor may receive a written extension of time, signed by the DFCM, in which to complete the Work under this Contractor's Agreement in accordance with the General Conditions.

ARTICLE 4. CONTRACT DOCUMENTS. The Contract Documents consist of this Contractor's Agreement, the Conditions of the Contract (DFCM General Conditions, Supplementary and other Conditions), the Drawings, Specifications, Addenda and Modifications. The Contract Documents shall also include the bidding documents, including the Notice to Contractors, Instructions to Bidders/Proposers and the Bid/Proposal, to the extent not in conflict therewith and other documents and oral presentations that are documented as an attachment to the contract.

All such documents are hereby incorporated by reference herein. Any reference in this Contractor's Agreement to certain provisions of the Contract Documents shall in no way be construed as to lessen the importance or applicability of any other provisions of the Contract Documents.

ARTICLE 5. PAYMENT. The DFCM agrees to pay the Contractor from time to time as the Work progresses, but not more than once each month after the date of Notice to Proceed, and only upon Certificate of the A/E for Work performed during the preceding calendar month, ninety-five percent (95%) of the value of the labor performed and ninety-five percent (95%) of the value of materials furnished in place or on the site. The Contractor agrees to furnish to the DFCM invoices for materials purchased and on the site but not installed, for which the Contractor requests payment and agrees to safeguard and protect such equipment or materials and is responsible for safekeeping thereof and if such be stolen, lost or destroyed, to replace same.

CONTRACTOR'S AGREEMENT
PAGE NO. 3

Such evidence of labor performed and materials furnished as the DFCM may reasonably require shall be supplied by the Contractor at the time of request for Certificate of Payment on account. Materials for which payment has been made cannot be removed from the job site without DFCM's written approval. Five percent (5%) of the earned amount shall be retained from each monthly payment. The retainage, including any additional retainage imposed and the release of any retainage, shall be in accordance with UCA 13-8-5 as amended. Contractor shall also comply with the requirements of UCA 13-8-5, including restrictions of retainage regarding subcontractors and the distribution of interest earned on the retention proceeds. The DFCM shall not be responsible for enforcing the Contractor's obligations under State law in fulfilling the retention law requirements with subcontractors at any tier.

ARTICLE 6. INDEBTEDNESS. Before final payment is made, the Contractor must submit evidence satisfactory to the DFCM that all payrolls, materials bills, subcontracts at any tier and outstanding indebtedness in connection with the Work have been properly paid. Final Payment will be made after receipt of said evidence, final acceptance of the Work by the DFCM as well as compliance with the applicable provisions of the General Conditions.

Contractor shall respond immediately to any inquiry in writing by DFCM as to any concern of financial responsibility and DFCM reserves the right to request any waivers, releases or bonds from Contractor in regard to any rights of Subcontractors (including suppliers) at any tier or any third parties prior to any payment by DFCM to Contractor.

ARTICLE 7. ADDITIONAL WORK. It is understood and agreed by the parties hereto that no money will be paid to the Contractor for additional labor or materials furnished unless a new contract in writing or a Modification hereof in accordance with the General Conditions and the Contract Documents for such additional labor or materials has been executed. The DFCM specifically reserves the right to modify or amend this Contractor's Agreement and the total sum due hereunder either by enlarging or restricting the scope of the Work.

ARTICLE 8. INSPECTIONS. The Work shall be inspected for acceptance in accordance with the General Conditions.

ARTICLE 9. DISPUTES. Any dispute, PRE or Claim between the parties shall be subject to the provisions of Article 7 of the General Conditions. DFCM reserves all rights to pursue its rights and remedies as provided in the General Conditions.

ARTICLE 10. TERMINATION, SUSPENSION OR ABANDONMENT. This Contractor's Agreement may be terminated, suspended or abandoned in accordance with the General Conditions.

ARTICLE 11. DFCM'S RIGHT TO WITHHOLD CERTAIN AMOUNT AND MAKE USE THEREOF. The DFCM may withhold from payment to the Contractor such amount as, in DFCM's judgment, may be necessary to pay just claims against the Contractor or Subcontractor at any tier for labor and services rendered and materials furnished in and about the Work. The DFCM may apply such withheld amounts for the payment of such claims in DFCM's discretion. In so doing, the DFCM shall be deemed the agent of Contractor and payment so made by the DFCM shall be considered as payment made under this Contractor's Agreement by the DFCM to the Contractor. DFCM shall not be liable to the Contractor for any such payment made in good faith. Such withholdings and payments may be made without prior approval of the Contractor and may be also be prior to any determination as a result of any dispute, PRE, Claim or litigation.

ARTICLE 12. INDEMNIFICATION. The Contractor shall comply with the indemnification provisions of the General Conditions.

ARTICLE 13. SUCCESSORS AND ASSIGNMENT OF CONTRACT. The DFCM and Contractor, respectively bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement, and to partners, successors, assigns and legal representatives of such other party with respect to all covenants, provisions, rights and responsibilities of this Contractor's Agreement. The Contractor shall not assign this Contractor's Agreement without the prior written consent of the DFCM, nor shall the Contractor assign any moneys due or to become due as well as any rights under this Contractor's Agreement, without prior written consent of the DFCM.

ARTICLE 14. RELATIONSHIP OF THE PARTIES. The Contractor accepts the relationship of trust and confidence established by this Contractor's Agreement and covenants with the DFCM to cooperate with the DFCM and A/E and use the Contractor's best skill, efforts and judgment in furthering the interest of the DFCM; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the Work in the best and most expeditious and economic manner consistent with the interests of the DFCM.

ARTICLE 15. AUTHORITY TO EXECUTE AND PERFORM AGREEMENT. Contractor and DFCM each represent that the execution of this Contractor's Agreement and the performance thereunder is within their respective duly authorized powers.

ARTICLE 16. ATTORNEY FEES AND COSTS. Except as otherwise provided in the dispute resolution provisions of the General Conditions, the prevailing party shall be entitled to reasonable attorney fees and costs incurred in any action in the District Court and/or appellate body to enforce this Contractor's Agreement or recover damages or any other action as a result of a breach thereof.

CONTRACTOR'S AGREEMENT
PAGE NO. 5

IN WITNESS WHEREOF, the parties hereto have executed this Contractor's Agreement on the day and year stated hereinabove.

CONTRACTOR: _____

Signature Date

Title: _____

State of _____)
_____)
County of _____)

Please type/print name clearly

On this ____ day of _____, 20____, personally appeared before me, _____, whose identity is personally known to me (or proved to me on the basis of satisfactory evidence) and who by me duly sworn (or affirmed), did say that he (she) is the _____ (title or office) of the firm and that said document was signed by him (her) in behalf of said firm.

(SEAL)

Notary Public

My Commission Expires _____

APPROVED AS TO AVAILABILITY
OF FUNDS:

David D. Williams, Jr. Date
DFCM Administrative Services Director

**DIVISION OF FACILITIES
CONSTRUCTION AND MANAGEMENT**

Lynn A. Hinrichs Date
Assistant Director Construction Management

APPROVED AS TO FORM:
ATTORNEY GENERAL
July 15, 2008
By: Alan S. Bachman
Asst Attorney General

APPROVED FOR EXPENDITURE:

Division of Finance Date

PERFORMANCE BOND

(Title 63, Chapter 56, U. C. A. 1953, as Amended)

That _____ hereinafter referred to as the "Principal" and _____, a corporation organized and existing under the laws of the State of _____, with its principal office in the City of _____ and authorized to transact business in this State and U. S. Department of the Treasury Listed (Circular 570, Companies Holding Certificates of Authority as Acceptable Securities on Federal Bonds and as Acceptable Reinsuring Companies); hereinafter referred to as the "Surety," are held and firmly bound unto the State of Utah, hereinafter referred to as the "Obligee," in the amount of _____ DOLLARS (\$ _____) for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written Contract with the Obligee, dated the _____ day of _____, 20____, to construct _____ in the County of _____, State of Utah, Project No. _____, for the approximate sum of _____ Dollars (\$ _____), which Contract is hereby incorporated by reference herein.

NOW, THEREFORE, the condition of this obligation is such that if the said Principal shall faithfully perform the Contract in accordance with the Contract Documents including, but not limited to, the Plans, Specifications and conditions thereof, the one year performance warranty, and the terms of the Contract as said Contract may be subject to Modifications or changes, then this obligation shall be void; otherwise it shall remain in full force and effect.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the state named herein or the heirs, executors, administrators or successors of the Owner.

The parties agree that the dispute provisions provided in the Contract Documents apply and shall constitute the sole dispute procedures of the parties.

PROVIDED, HOWEVER, that this Bond is executed pursuant to the Provisions of Title 63, Chapter 56, Utah Code Annotated, 1953, as amended, and all liabilities on this Bond shall be determined in accordance with said provisions to the same extent as if it were copied at length herein.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument this _____ day of _____, 20____.

WITNESS OR ATTESTATION:

PRINCIPAL:

By: _____
(Seal)

Title: _____

WITNESS OR ATTESTATION:

SURETY:

By: _____
Attorney-in-Fact (Seal)

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 20____, personally appeared before me _____, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who, being by me duly sworn, did say that he/she is the Attorney in-fact of the above-named Surety Company and that he/she is duly authorized to execute the same and has complied in all respects with the laws of Utah in reference to becoming sole surety upon bonds, undertakings and obligations, and that he/she acknowledged to me that as Attorney-in-fact executed the same.

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Resides at: _____

NOTARY PUBLIC

Agency: _____
Agent: _____
Address: _____
Phone: _____

Approved As To Form: May 25, 2005
By Alan S. Bachman, Asst Attorney General

PAYMENT BOND

(Title 63, Chapter 56, U. C. A. 1953, as Amended)

KNOW ALL PERSONS BY THESE PRESENTS:

That _____ hereinafter referred to as the "Principal," and _____, a corporation organized and existing under the laws of the State of _____ authorized to do business in this State and U. S. Department of the Treasury Listed (Circular 570, Companies Holding Certificates of Authority as Acceptable Securities on Federal Bonds and as Acceptable Reinsuring Companies); with its principal office in the City of _____, hereinafter referred to as the "Surety," are held and firmly bound unto the State of Utah hereinafter referred to as the "Obligee," in the amount of _____ Dollars (\$ _____) for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written Contract with the Obligee, dated the _____ day of _____, 20____, to construct _____ in the County of _____, State of Utah, Project No. _____ for the approximate sum of _____ Dollars (\$ _____), which contract is hereby incorporated by reference herein.

NOW, THEREFORE, the condition of this obligation is such that if the said Principal shall pay all claimants supplying labor or materials to Principal or Principal's Subcontractors in compliance with the provisions of Title 63, Chapter 56, of Utah Code Annotated, 1953, as amended, and in the prosecution of the Work provided for in said Contract, then, this obligation shall be void; otherwise it shall remain in full force and effect.

That said Surety to this Bond, for value received, hereby stipulates and agrees that no changes, extensions of time, alterations or additions to the terms of the Contract or to the Work to be performed thereunder, or the specifications or drawings accompanying same shall in any way affect its obligation on this Bond, and does hereby waive notice of any such changes, extensions of time, alterations or additions to the terms of the Contract or to the Work or to the specifications or drawings and agrees that they shall become part of the Contract Documents.

PROVIDED, HOWEVER, that this Bond is executed pursuant to the provisions of Title 63, Chapter 56, Utah Code Annotated, 1953, as amended, and all liabilities on this Bond shall be determined in accordance with said provisions to the same extent as if it were copied at length herein.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument this _____ day of _____, 20____.

WITNESS OR ATTESTATION:

PRINCIPAL:

By: _____
(Seal)

Title: _____

WITNESS OR ATTESTATION:

SURETY:

By: _____
Attorney-in-Fact (Seal)

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 20____, personally appeared before me _____, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who, being by me duly sworn, did say that he/she is the Attorney-in-fact of the above-named Surety Company, and that he/she is duly authorized to execute the same and has complied in all respects with the laws of Utah in reference to becoming sole surety upon bonds, undertakings and obligations, and that he/she acknowledged to me that as Attorney-in-fact executed the same.

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Resides at: _____

NOTARY PUBLIC

Agency: _____
Agent: _____
Address: _____
Phone: _____

Approved As To Form: May 25, 2005
By Alan S. Bachman, Asst Attorney General

**Division of Facilities Construction and Management****DFCM****CERTIFICATE OF SUBSTANTIAL COMPLETION**

PROJECT _____ PROJECT NO: _____

AGENCY/INSTITUTION _____

AREA ACCEPTED _____

The Work performed under the subject Contract has been reviewed on this date and found to be Substantially Completed as defined in the General Conditions; including that the construction is sufficiently completed in accordance with the Contract Documents, as modified by any change orders agreed to by the parties, so that the State of Utah can occupy the Project or specified area of the Project for the use for which it is intended.

The DFCM - (Owner) accepts the Project or specified area of the Project as Substantially Complete and will assume full possession of the Project or specified area of the Project at _____ (time) on _____ (date).

The DFCM accepts the Project for occupancy and agrees to assume full responsibility for maintenance and operation, including utilities and insurance, of the Project subject to the itemized responsibilities and/or exceptions noted below:

The Owner acknowledges receipt of the following closeout and transition materials:

Record Drawings

O & M Manuals

Warranty Documents

Completion of Training
Requirements

A list of items to be completed or corrected (Punch List) is attached hereto. The failure to include an item on it does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The amount of _____. (Twice the value of the punch list work) shall be retained to assure the completion of the punch list work.

The Contractor shall complete or correct the Work on the list of (Punch List) items appended hereto within _____ calendar days from the above date of issuance of this Certificate. If the list of items is not completed within the time allotted the Owner has the right to be compensated for the delays and/or complete the work with the help of independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the Owner shall be promptly reimbursed for the balance of the funds needed to compensate the Owner.

CONTRACTOR (include name of firm) by: _____
(Signature) DATE

A/E (include name of firm) by: _____
(Signature) DATE

USING INSTITUTION OR AGENCY by: _____
(Signature) DATE

DFCM (Owner) by: _____
(Signature) DATE

4110 State Office Building, Salt Lake City, Utah 84114
telephone 801-538-3018 • facsimile 801-538-3267 • <http://dfcm.utah.gov>

cc: Parties Noted
DFCM, Director

**General Contractor Performance Rating Form**

Project Name:		DFCM Project#	
Contractor: (ABC Construction, John Doe, 111-111-1111)	A/E: (ABC Architects, Jane Doe, 222-222-2222)	Original Contract Amount:	Final Contract Amount:
DFCM Project Manager:		Contract Date:	
Completion Date:		Date of Rating:	

Rating Guideline	QUALITY OF PRODUCT OR SERVICES	COST CONTROL	TIMELINESS OF PERFORMANCE	BUSINESS RELATIONS
5-Exceptional	Contractor has demonstrated an exceptional performance level in any of the above four categories that justifies adding a point to the score. Contractor performance clearly exceeds the performance levels described as "Very Good"			
4-Very Good	Contractor is in compliance with contract requirements and/or delivers quality product/service.	Contractor is effective in managing costs and submits current, accurate, and complete billings	Contractor is effective in meeting milestones and delivery schedule	Response to inquiries, technical/service/administrative issues is effective
3-Satisfactory	Minor inefficiencies/errors have been identified	Contractor is usually effective in managing cost	Contractor is usually effective in meeting milestones and delivery schedules	Response to inquires technical/service/administrative issues is somewhat effective
2-Marginal	Major problems have been encountered	Contractor is having major difficulty managing cost effectively	Contractor is having major difficulty meeting milestones and delivery schedule	Response to inquiries, technical/service/administrative issues is marginally effective
1-Unsatisfactory	Contractor is not in compliance and is jeopardizing achievement of contract objectives	Contractor is unable to manage costs effectively	Contractor delays are jeopardizing performance of contract objectives	Response to inquiries, technical/service/administrative issues is not effective

1. Rate Contractors quality of workmanship, management of sub contractor performance, project cleanliness, organization and safety requirement.	Score
<u>Agency Comments:</u>	
<u>A & E Comments:</u>	
<u>DFCM Project Manager Comments:</u>	

2. Rate Contractor administration of project costs, change orders and financial management of the project budget.	Score
<u>Agency Comments:</u>	
<u>A & E Comments:</u>	
<u>DFCM Project Manager Comments:</u>	

3. Rate Contractor's performance and adherence to Project Schedule, delay procedures and requirements of substantial completion, inspection and punch-list performance.	Score
<u>Agency Comments:</u>	
<u>A & E Comments:</u>	
<u>DFCM Project Manager Comments:</u>	

4. Evaluate performance of contractor management team including project manager, engineer and superintendent also include in the rating team's ability to work well with owner, user agency and consultants.	Score
<u>Agency Comments:</u>	
<u>A & E Comments:</u>	
<u>DFCM Project Manager Comments:</u>	

5. Rate success of Contractor's management plan, completion of the plans mitigation of project risks and performance of value engineering concepts.	Score
<u>Agency Comments:</u>	
<u>A & E Comments:</u>	
<u>DFCM Project Manager Comments:</u>	

Signed by:	Date:	Mean Score
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Additional Comments:

MOAB REGIONAL HVAC DUCT REPLACEMENT

DEPT. OF HUMAN SERVICES
1165 SOUTH HIGHWAY 191
MOAB, UT 84532

JULY 23, 2008

Owner: DFCM
DFCM Project #08040400
VBFA Project #08057

PREPARED BY:



330 South 300 East
Salt Lake City, UT 84111
Phone (801) 530-3148
Fax (801) 530-3150

SPECIFICATION INDEX

15010	BASIC MECHANICAL REQUIREMENTS
15080	MECHANICAL INSULATION
15815	METAL DUCTS
15820	DUCT ACCESSORIES
15855	DIFFUSERS, REGISTERS AND GRILLES
15990	GENERAL TESTING, ADJUSTING, BALANCING AND COMMISSIONING

SECTION 15010 - BASIC MECHANICAL REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this and the other sections of Division 15.
- B. This section applies to all Division 15 specification sections.

1.2 SUMMARY

- A. This Section includes general administrative and procedural requirements for mechanical installations. The following administrative and procedural requirements are included in this Section to expand the requirements specified in Division 1:
 - 1. Submittals.
 - 2. Coordination drawings.
 - 3. Record documents.
 - 4. Rough-ins.
 - 5. Mechanical installations.
 - 6. Cutting and patching.
- B. Related Sections: The following sections contain requirements that relate to this section:
 - 1. Division 15 Section "BASIC MECHANICAL MATERIALS AND METHODS," for materials and methods common to the remainder of Division 15, plus general related specifications including:
 - a. Access to mechanical installations.
 - b. Excavation for mechanical installations within the building boundaries, and from building to utilities connections.

1.3 GOVERNING REGULATIONS AND AUTHORITIES

- A. Regulations include laws, ordinances, codes, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the work, govern the execution of the work embodied in the contract documents, and the interpretation of the contract documents.
- B. Applicable codes and documents to this project are, but not limited to, the following:
 - 1. 2006 International Building Code - (with Utah amendments)
 - 2. 2006 International Mechanical Code - (with Utah amendments)

3. 2006 International Plumbing Code - (with Utah amendments)
4. 2006 International Energy Conservation Code.
5. National Electrical Code - current edition

1.4 SUBMITTALS

- A. General: Follow the procedures as outlined below.
1. By description, catalog number and manufacturer's name standards of quality have been established for certain manufactured equipment items and specialties which are to be furnished by this Division. Substitute products of equal or better quality may only be proposed for use if specifically named in the specifications or given written approval prior to bidding. Requests for substitution shall be made in accordance with the General Provisions.
 2. Within 45 days after the date of award of contract, and before commencement of work, a complete schedule of all equipment and materials proposed for installation shall be submitted.
 3. Submittal data for Division 15 shall be submitted arranged in a three-ring binder. Binder shall have a complete index with equipment listed in the same sequence as the sections in the specifications. Identify the equipment submitted with drawings, schedule number, and specification paragraph number.
 4. Submittals shall include, but not be limited to the following:
 - a. Scheduled Equipment Items
 - b. Insulation
 - c. Registers, Grilles, and Diffusers
 - d. Automatic Temperature Controls
 - e. Certificates of Guarantee
 5. Description of equipment shall include sizes, capacities, operating characteristics, brand names, motor horsepower, accessories, materials gauges, manufacturer's maintenance instructions and other pertinent information required to establish quality of the products. List on the front of catalogs the page number referring to submitted items. Underline applicable data on the indicated pages. Where proposed equipment size varies from equipment first named, Contractor shall specifically call Architect's attention to that fact in writing at the time of submission of data.
 6. All submittal data shall be turned over to the Architect at one time. No consideration will be given to partial submittals.
 7. After engineering review, the Contractor may proceed to place an order for such item of equipment. However, actual fabrication by manufacturer may not commence until complete and accurate shop drawings have been submitted to Architect and have received his reviewed stamp and signature.
 8. A copy of the complete contract specification for the item, including motor requirements and any specific details of construction, shown on the drawings shall be sent to the factory furnishing such item, at the time the order is placed to avoid unnecessary errors.

9. The Contractor should protect himself with the supplier of alternate named equipment. Should Contractor submit on any item of equipment other than first named equipment in the specification and if alternate equipment is rejected or disapproved by the Architect for any of the reasons stated above, the Contractor shall be required to resubmit on first named equipment.
 10. All items other than first named specified equipment shall show and state all exceptions and deviations taken and shall include design calculations.
 11. The Contractor shall review the submittals prior to submission to make sure that submittals are complete in all details. Contractor shall verify equipment dimensions to fit the spaces provided with sufficient clearance for servicing the equipment. Submittals will not be reviewed which do not bear the Contractor's notation that such checking has been made.
 12. Equipment submittal shall show the proper arrangements to suit installation and maintenance such as motor location, access doors, filter removal, piping connections, etc.
 13. Equipment submittal sheets shall be clearly marked indicating equipment symbol and exact selection of proposed equipment.
 14. Review and acceptance of submittal does not relieve the Contractor of responsibility for fulfilling the contract requirements. Review of the submittal shall not change the contract requirements. Items not covered in the accepted submittal or items incorrectly covered but not recognized or identified shall not be used contrary to the contract documents.
 15. Verify electrical characteristics of all equipment with Division 16 before ordering any equipment.
- B. Increase, by the quantity listed below, the number of mechanical related shop drawings, product data, and samples submitted, to allow for required distribution plus one copy of each submittal required, which will be retained by the Mechanical Consulting Engineer.
1. Shop Drawings - Initial Submittal: 1 additional blue- or black-line prints.
 2. Shop Drawings - Final Submittal: 1 additional blue- or black-line prints.
 3. Product Data: 1 additional copy of each item.
 4. Samples: 1 additional set.
- C. Additional copies may be required by individual sections of these Specifications.

1.5 COORDINATION DRAWINGS

- A. Prepare coordination drawings in accordance with Division 1 Section "COORDINATION," to a scale of 1/4"=1'-0" or larger; detailing major elements, components, and systems of mechanical equipment and materials in relationship with other systems, installations, and building components. Indicate locations where space is limited for installation and access and where sequencing and coordination of installations are of importance to the efficient flow of the Work, including (but not necessarily limited to) the following:
1. Indicate the proposed locations of piping, ductwork, equipment, and materials. Include the following:

- a. Clearances for installing and maintaining insulation.
- b. Clearances for servicing and maintaining equipment, including tube removal, filter removal, and space for equipment disassembly required for periodic maintenance.
- c. Equipment connections and support details.
- d. Exterior wall and foundation penetrations.
- e. Fire-rated wall and floor penetrations.
- f. Sizes and location of required concrete pads and bases.
- g. Valve stem movement.
2. Indicate scheduling, sequencing, movement, and positioning of large equipment into the building during construction.
3. Prepare floor plans, elevations, and details to indicate penetrations in floors, walls, and ceilings and their relationship to other penetrations and installations.
4. Prepare reflected ceiling plans to coordinate and integrate installations, air outlets and inlets, light fixtures, communication systems components, sprinklers, and other ceiling-mounted items.

1.6 RECORD DOCUMENTS

- A. Prepare record documents in accordance with the requirements in Division 1 Section "CONTRACT CLOSEOUT." In addition to the requirements specified in Division 1, indicate the following installed conditions:
 1. Ductwork mains and branches, size and location, for both exterior and interior; locations of dampers and other control devices; filters, boxes, and terminal units requiring periodic maintenance or repair.
 2. Mains and branches of piping systems, with valves and control devices located and numbered, concealed unions located, and with items requiring maintenance located (i.e., traps, strainers, expansion compensators, tanks, etc.). Valve location diagrams, complete with valve tag chart. Refer to Division 15 Section "Mechanical Identification." Indicate actual inverts and horizontal locations of underground piping.
 3. Equipment locations (exposed and concealed), dimensioned from prominent building lines.
 4. Approved substitutions, Contract Modifications, and actual equipment and materials installed.
- B. Engage the services of a Land Surveyor or Professional Engineer registered in the state in which the project is located as specified in Division 1 Section "FIELD ENGINEERING" to record the locations and invert elevations of underground installations.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to the project properly identified with names, model numbers, types, grades, compliance labels, and other information needed for identification.

1.8 WARRANTIES

- A. In addition to guarantee specified in General Conditions, guarantee heating and plumbing systems to be free from noise in operation that may develop from failure to construct system in accordance with Contract Documents.
- B. That the circulation of water or glycol shall be complete and even.
- C. That all pipes, conduit, and connections shall be free from foreign matter and pockets and that all other obstructions to the free passage of water, liquid and vent shall be removed.
- D. That all devices incorporated in these systems shall be adjusted in a manner that each shall develop its maximum efficiency in the operation of the system.
- E. All equipment and the complete system shall be guaranteed for a period of one year from the date of Substantial Completion. The Contractor shall be responsible for a 100-percent guarantee for the system and all items of equipment for this period.
- F. Any failure that disables a heating or cooling system shall have repairs completed within 24 hours. If repair parts are not available in local stock, they shall be shipped via air freight at no charge to the owner.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Arrange equipment with factory panels, conduits, piping, etc. to allow proper access to equipment. Comply with clearances required by the National Electric Code.

PART 3 - EXECUTION

3.1 ROUGH-IN

- A. Verify final locations for rough-ins with field measurements and with the requirements of the actual equipment to be connected.
- B. Refer to equipment specifications in Divisions 2 through 16 for rough-in requirements.

3.2 MECHANICAL INSTALLATIONS

- A. General: Sequence, coordinate, and integrate the various elements of mechanical systems, materials, and equipment. Comply with the following requirements:
1. Coordinate mechanical systems, equipment, and materials installation with other building components.
 2. Verify all dimensions by field measurements.
 3. Arrange for chases, slots, and openings in other building components during progress of construction, to allow for mechanical installations.
 4. Coordinate the installation of required supporting devices and sleeves to be set in poured-in-place concrete and other structural components, as they are constructed.
 5. Sequence, coordinate, and integrate installations of mechanical materials and equipment for efficient flow of the Work. Give particular attention to large equipment requiring positioning prior to closing in the building.
 6. Where mounting heights are not detailed or dimensioned, install systems, materials, and equipment to provide the maximum headroom possible.
 7. Coordinate connection of mechanical systems with exterior underground and overhead utilities and services. Comply with requirements of governing regulations, franchised service companies, and controlling agencies. Provide required connection for each service.
 8. Install systems, materials, and equipment to conform with manufacturers installation instructions and approved submittal data, including coordination drawings, to greatest extent possible. Conform to arrangements indicated by the Contract Documents, recognizing that portions of the Work are shown only in diagrammatic form. Where coordination requirements conflict with individual system requirements, refer conflict to the Architect.
 9. Install systems, materials, and equipment level and plumb, parallel and perpendicular to other building systems and components, where installed exposed in finished spaces.
 10. Install mechanical equipment to facilitate servicing, maintenance, and repair or replacement of equipment components. As much as practical, connect equipment for ease of disconnecting, with minimum of interference with other installations. Extend grease fittings to an accessible location.
 11. Provide and install access panel or doors where mechanical devices such as valves, dampers, fire dampers, etc. are concealed behind finished surfaces. Access panels and doors are specified in Division 8 Section "ACCESS DOORS AND FRAMES."
 12. Install systems, materials, and equipment giving right-of-way priority to systems required to be installed at a specified slope.
 13. Completely clean all mechanical equipment and systems of dirt, dust, debris and overspray at the time of substantial completion.
 14. All factory-authorized equipment start-ups shall be witnessed by the Owner's representative, unless written exception is given. Any equipment

start-ups completed without Owner's representative being present shall be repeated.

3.3 CUTTING AND PATCHING

- A. General: Perform cutting and patching in accordance with Division 1 Section "CUTTING AND PATCHING." In addition to the requirements specified in Division 1, the following requirements apply:
 - 1. Protection of Installed Work: During cutting and patching operations, protect adjacent installations.
- B. Perform cutting, fitting, and patching of mechanical equipment and materials required to:
 - 1. Uncover Work to provide for installation of ill-timed Work.
 - 2. Remove and replace defective Work.
 - 3. Remove and replace Work not conforming to requirements of the Contract Documents.
 - 4. Remove samples of installed Work as specified for testing.
 - 5. Install equipment and materials in existing structures.
 - 6. Upon written instructions from the Architect, uncover and restore Work to provide for Architect/Engineer observation of concealed Work.
- C. Cut, remove and legally dispose of selected mechanical equipment, components, and materials as indicated, including but not limited to removal of mechanical piping, heating units, plumbing fixtures and trim, and other mechanical items made obsolete by the new Work.
- D. Protect the structure, furnishings, finishes, and adjacent materials not indicated or scheduled to be removed.
- E. Provide and maintain temporary partitions or dust barriers adequate to prevent the spread of dust and dirt to adjacent areas.
 - 1. Patch existing finished surfaces and building components using new materials matching existing materials and experienced Installers. Installers' qualifications refer to the materials and methods required for the surface and building components being patched.
 - a. Refer to Division 1 Section "DEFINITIONS AND STANDARDS" for definition of "experienced Installer."
 - 2. Patch finished surfaces and building components using new materials specified for the original installation and experienced Installers. Installers' qualifications refer to the materials and methods required for the surface and building components being patched.
 - a. Refer to Division 1 Section "DEFINITIONS AND STANDARDS" for definition of "experienced Installer."

END OF SECTION 15010

SECTION 15080 - MECHANICAL INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes pipe, duct, and equipment insulation.
- B. Related Sections: The following sections contain requirements that relate to this section:
 - 1. Division 15 Section "Hangers and Supports" for pipe insulation shields and protection saddles.
 - 2. Division 15 Section "Metal Ducts" for duct lining.

1.3 DEFINITIONS

- A. Hot Surfaces: Normal operating temperatures of 100 deg F or higher.
- B. Dual-Temperature Surfaces: Normal operating temperatures that vary from hot to cold.
- C. Cold Surfaces: Normal operating temperatures less than 75 deg F.
- D. Grease Duct: Exhaust air ducts that serve Type I Kitchen Hoods.
- E. Non-Grease Duct: Exhaust air ducts that serve Type II Kitchen Hoods.
- F. Type I Kitchen Hood: Kitchen hood used for collecting and removing grease and smoke.
- G. Type II Kitchen Hood: Kitchen hood used for collecting and removing steam, vapor, heat, or odors.
- H. Thermal Resistivity: "r-values" represent the reciprocal of thermal conductivity (k-value). Thermal conductivity is the rate of heat flow through a homogenous material exactly 1 inch thick. Thermal resistivities are expressed by the temperature difference in degrees F between two exposed faces required to cause one Btu to flow through one square foot of material, in one hour, at a given mean temperature.
- I. Density: Is expressed in lb/sq.ft.

1.4 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract and Division 1 Specification Sections.
- B. Product data for each type of mechanical insulation identifying k-value, thickness, and accessories.
- C. Material test reports prepared by a qualified independent testing laboratory. Certify insulation meets specified requirements.

1.5 QUALITY ASSURANCE

- A. Fire Performance Characteristics: Conform to the following characteristics for insulation including facings, cements, and adhesives, when tested according to ASTM E 84, by UL or other testing or inspecting organization acceptable to the authority having jurisdiction. Label insulation with appropriate markings of testing laboratory.
 - 1. Interior Insulation: Flame spread rating of 25 or less and a smoke developed rating of 50 or less.
 - 2. Exterior Insulation: Flame spread rating of 75 or less and a smoke developed rating of 150 or less.

1.6 SEQUENCING AND SCHEDULING

- A. Schedule insulation application after testing of piping and duct systems.
- B. Schedule insulation application after installation and testing of heat trace tape.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Glass Fiber:
 - a. CertainTeed Corporation.
 - b. Knauf Fiberglass GmbH.
 - c. Manson.
 - d. Owens-Corning Fiberglas Corporation.
 - e. John Manville.
 - f. USG Interiors, Inc. - Thermafiber Division.

2.2 GLASS FIBER

- A. Material: Inorganic glass fibers, bonded with a thermosetting resin.

- B. Jacket: All-purpose, factory-applied, laminated glass-fiber-reinforced, flame-retardant kraft paper and aluminum foil having self-sealing lap.
- C. Board: ASTM C 612, Class 2, semi-rigid jacketed board.
 - 1. Thermal Conductivity: 0.26 average maximum, at 75 deg F mean temperature.
 - 2. Density: 6 pcf average maximum.
- D. Blanket: ASTM C 553, Type II, Class F-1, jacketed flexible blankets.
 - 1. Thermal Conductivity: 0.32 average maximum, at 75 deg F mean temperature.
- E. Preformed Pipe Insulation: ASTM C 547, Class 1, rigid pipe insulation, jacketed.
 - 1. Thermal Conductivity: 0.25 average maximum at 75 deg F mean temperature.
 - 2. Density: 10 pcf average maximum.
- F. Adhesive: Produced under the UL Classification and Follow-up service.
 - 1. Type: Non-flammable, solvent-based.
 - 2. Service Temperature Range: Minus 20 to 180 deg F.
- G. Vapor Barrier Coating: Waterproof coating recommended by insulation manufacturer for outside service.

2.3 INSULATING CEMENTS

- A. Mineral Fiber: ASTM C 195.
 - 1. Thermal Conductivity: 1.0 average maximum at 500 deg F mean temperature.
 - 2. Compressive Strength: 10 psi at 5 percent deformation.
- B. Expanded or Exfoliated Vermiculite: ASTM C 196.
 - 1. Thermal Conductivity: 1.10 average maximum at 500 deg F mean temperature.
 - 2. Compressive Strength: 5 psi at 5 percent deformation.
- C. Mineral Fiber, Hydraulic-Setting Insulating and Finishing Cement: ASTM C 449.
 - 1. Thermal Conductivity: 1.2 average maximum at 400 deg F mean temperature.
 - 2. Compressive Strength: 100 psi at 5 percent deformation.

2.4 ADHESIVES

- A. Lagging Adhesive: MIL-A-3316C, non-flammable adhesive in the following Classes and Grades:
 - 1. Class 1, Grade A for bonding glass cloth and tape to unfaced glass fiber insulation, sealing edges of glass fiber insulation, and bonding lagging cloth to unfaced glass fiber insulation.
 - 2. Class 2, Grade A for bonding glass fiber insulation to metal surfaces.

2.5 ACCESSORIES AND ATTACHMENTS

- A. Bands: 3/4-inch wide, in one of the following materials compatible with jacket:
 - 1. Stainless Steel: Type 304, 0.020 inch thick.
 - 2. Galvanized Steel: 0.005 inch thick.
 - 3. Aluminum: 0.007 inch thick.
 - 4. Brass: 0.01 inch thick.
 - 5. Nickel-Copper Alloy: 0.005 inch thick.
- B. Wire: 14-gage nickel copper alloy, 16-gage, soft-annealed stainless steel, or 16-gage, soft-annealed galvanized steel.
- C. Corner Angles: 28-gage, 1-inch by 1-inch aluminum, adhered to 2-inch by 2-inch kraft paper.
- D. Anchor Pins: Capable of supporting 20 pounds each. Provide anchor pins and speed washers of sizes and diameters as recommended by the manufacturer for insulation type and thickness.

2.6 SEALING COMPOUNDS

- A. Vapor Barrier Compound: Water-based, fire-resistive composition.
 - 1. Water Vapor Permeance: 0.08 perm maximum.
 - 2. Temperature Range: Minus 20 to 180 deg F.
- B. Weatherproof Sealant: Flexible-elastomer-based, vapor-barrier sealant designed to seal metal joints.
 - 1. Water Vapor Permeance: 0.02 perm maximum.
 - 2. Temperature Range: Minus 50 to 250 deg F.
 - 3. Color: Aluminum.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Surface Preparation: Clean, dry, and remove foreign materials such as rust, scale, and dirt.
- B. Mix insulating cements with clean potable water. Mix insulating cements contacting stainless-steel surfaces with demineralized water.
 - 1. Follow cement manufacturer's printed instructions for mixing and portions.

3.2 INSTALLATION, GENERAL

- A. Refer to schedules at the end of this Section for materials, forms, jackets, and thicknesses required for each mechanical system.

- B. Select accessories compatible with materials suitable for the service. Select accessories that do not corrode, soften, or otherwise attack the insulation or jacket in either the wet or dry state.
- C. Install vapor barriers on insulated pipes, ducts, and equipment having surface operating temperatures below 60 deg F.
- D. Apply insulation material, accessories, and finishes according to the manufacturer's printed instructions.
- E. Install insulation with smooth, straight, and even surfaces.
- F. Seal joints and seams to maintain vapor barrier on insulation requiring a vapor barrier.
- G. Seal penetrations for hangers, supports, anchors, and other projections in insulation requiring a vapor barrier.
- H. Seal Ends: Except for flexible elastomeric insulation, taper ends at 45 degree angle and seal with lagging adhesive. Cut ends of flexible elastomeric cellular insulation square and seal with adhesive.
- I. Apply adhesives and coatings at manufacturer's recommended coverage-per-gallon rate.
- J. Keep insulation materials dry during application and finishing.
- K. Items Not Insulated: Unless otherwise indicated do not apply insulation to the following systems, materials, and equipment:
 - 1. Metal ducts with duct liner located inside building insulation envelope.
 - 2. Factory-insulated flexible ducts.
 - 3. Factory-insulated plenums, casings, terminal boxes, and filter boxes and sections.
 - 4. Flexible connectors for ducts and pipes.
 - 5. Vibration control devices.
 - 6. Testing laboratory labels and stamps.
 - 7. Nameplates and data plates.
 - 8. Access panels and doors in air distribution systems.

3.3 DUCT INSULATION

- A. Install block and board insulation as follows:
 - 1. Adhesive and Band Attachment: Secure block and board insulation tight and smooth with at least 50 percent coverage of adhesive. Install bands spaced 12 inches apart. Protect insulation under bands and at exterior corners with metal corner angles. Fill joints, seams, and chipped edges with vapor barrier compound.
 - 2. Speed Washers Attachment: Secure insulation tight and smooth with speed washers and welded pins. Space anchor pins 18 inches apart

each way and 3 inches from insulation joints. Apply vapor barrier coating compound to insulation in contact, open joints, breaks, punctures, and voids in insulation.

- B. Blanket Insulation: Install tight and smooth. Secure to ducts having long sides or diameters as follows:
1. Smaller Than 24 Inches: Bonding adhesive applied in 6-inch-wide transverse strips on 12-inch centers.
 2. 24 Inches and Larger: Anchor pins spaced 12 inches apart each way. Apply bonding adhesive to prevent sagging of the insulation.
 3. Overlap joints 3 inches.
 4. Seal joints, breaks, and punctures with vapor barrier compound.

3.4 APPLICATIONS

- A. General: Materials and thicknesses are specified in schedules at the end of this Section.
- B. Duct Systems: Unless otherwise indicated, insulate the following unlined duct systems:
1. Interior concealed unlined supply, combustion, and outside air ductwork.

3.5 DUCT SYSTEMS INSULATION SCHEDULE

INTERIOR CONCEALED UNLINED HVAC SUPPLY, COMBUSTION, AND OUTSIDE AIR DUCTS

MATERIAL	FORM	THICKNESS IN INCHES	VAPOR BARRIER REQ'D	FIELD- APPLIED JACKET
GLASS FIBER	BLANKET	1-1/2	YES	NONE

END OF SECTION 15080

SECTION 15815 - METAL DUCTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Requirements of the following Division 15 Sections apply to this section:
 - 1. "Basic Mechanical Requirements."
 - 2. "Basic Mechanical Materials and Methods."

1.2 SUMMARY

- A. This Section includes rectangular, round, and flat-oval metal ducts and plenums for heating, ventilating, and air conditioning systems in pressure classes from minus 2 inches to plus 10 inches water gage.
- B. Related Sections: The following sections contain requirements that relate to this Section:
 - 1. Division 15 Section "Mechanical Insulation" for exterior duct and plenum insulation.
 - 2. Division 15 Section "Duct Accessories" for flexible duct materials, dampers, duct-mounted access panels and doors, and turning vanes.
 - 3. Division 15 Section "Diffusers, Registers, and Grilles."
 - 4. Division 15 Section "Automatic Temperature Controls" for automatic volume control dampers and operators.
 - 5. Division 15 Section "Testing, Adjusting, and Balancing."

1.3 DEFINITIONS

- A. Sealing Requirements Definitions: For the purposes of duct systems sealing requirements specified in this Section, the following definitions apply:
 - 1. Seams: A seam is defined as joining of two longitudinally (in the direction of airflow) oriented edges of duct surface material occurring between two joints. All other duct surface connections made on the perimeter are deemed to be joints.
 - 2. Joints: Joints include girth joints; branch and subbranch intersections; so-called duct collar tap-ins; fitting subsections; louver and air terminal connections to ducts; access door and access panel frames and jambs; duct, plenum, and casing abutments to building structures.

1.4 SYSTEM PERFORMANCE REQUIREMENTS

- A. The duct system design, as indicated, has been used to select and size air moving and distribution equipment and other components of the air system. Changes or alterations to the layout or configuration of the duct system must be specifically approved in writing. Accompany requests for layout modifications with calculations showing that the proposed layout will provide the original design results without increasing the system total pressure.

1.5 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract and Division 1 Specification Sections.
- B. Duct shop drawings and duct work coordination drawings shall not be submitted to the architect, but shall be available at the job site for coordination, with the exception of exposed ducts in finished areas. Submit shop drawings to Architect showing exposed ducts in all finished areas.
- C. Product data including details of construction relative to materials, dimensions of individual components, profiles, and finishes for the following items:
 - 1. Duct Liner.
 - 2. Sealing Materials.
 - 3. Fire-Stopping Materials.
- D. Shop drawings from duct fabrication shop, drawn to a scale not smaller than 1/4 inch equals 1 foot, on drawing sheets same size as the Contract Drawings, detailing:
 - 1. Fabrication, assembly, and installation details, including plans, elevations, sections, details of components, and attachments to other work.
 - 2. Duct layout, indicating pressure classifications and sizes in plan view. For exhaust ducts systems, indicate the classification of the materials handled as defined in this Section.
 - 3. Fittings.
 - 4. Reinforcing details and spacing.
 - 5. Seam and joint construction details.
 - 6. Penetrations through fire-rated and other partitions.
 - 7. Terminal unit, coil, and humidifier installations.
 - 8. Hangers and supports, including methods for building attachment, vibration isolation, and duct attachment.
- E. Coordination drawings for ductwork installation in accordance with Division 15 Section "Basic Mechanical Requirements." In addition to the requirements specified in "Basic Mechanical Requirements" show the following:
 - 1. Coordination with ceiling suspension members.
 - 2. Special coordination with other systems installed in the same space with the duct systems.
 - 3. Coordination of ceiling- and wall-mounted access doors and panels required to provide access to dampers and other operating devices.

- 4. Coordination with ceiling-mounted lighting fixtures and air outlets and inlets.
- F. Welding certificates including welding procedures specifications, welding procedures qualifications test records, and welders' qualifications test records complying with requirements specified in "Quality Assurance" below.
- G. Record drawings including duct systems routing, fittings details, reinforcing, support, and installed accessories and devices, in accordance with Division 15 Section "Basic Mechanical Requirements" and Division 1.
- H. Maintenance data for volume control devices, fire dampers, and smoke dampers, in accordance with Division 15 Section "Basic Mechanical Requirements."

1.6 QUALITY ASSURANCE

- A. Qualify welding processes and welding operators in accordance with AWS D1.1 "Structural Welding Code - Steel" for hangers and supports and AWS D9.1 "Sheet Metal Welding Code."
- B. Qualify each welder in accordance with AWS qualification tests for welding processes involved. Certify that their qualification is current.
- C. NFPA Compliance: Comply with the following NFPA Standards:
 - 1. NFPA 90A, "Standard for the Installation of Air Conditioning and Ventilating Systems," except as indicated otherwise.
 - 2. NFPA 96, "Standard for the Installation of Equipment for the Removal of Smoke and Grease-Laden Vapors for Commercial Cooking Equipment," Chapter 3, "Duct System," for kitchen hood duct systems, except as indicated otherwise.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver sealant and fire-stopping materials to site in original unopened containers or bundles with labels informing about manufacturer, product name and designation, color, expiration period for use, pot life, curing time, and mixing instructions for multi-component materials.
- B. Store and handle sealant fire-stopping materials in compliance with manufacturers' recommendations to prevent their deterioration or damage due to moisture, high or low temperatures, contaminants, or other causes.
- C. Deliver and store stainless steel sheets with mill-applied adhesive protective paper, maintained through fabrication and installation.
- D. Store duct liner to protect from moisture. Wet duct liner, even though dried, must be replaced with new material. No exceptions.

PART 2 - PRODUCTS

2.1 SHEET METAL MATERIALS

- A. Sheet Metal, General: Provide sheet metal in thicknesses indicated (minimum 26 gauge), packaged and marked as specified in ASTM A 700.
- B. Galvanized Sheet Steel: Lock-forming quality, ASTM A 527, Coating Designation G 90. Provide mill phosphatized finish for exposed surfaces of ducts exposed to view.
- C. Reinforcement Shapes and Plates: Unless otherwise indicated, provide galvanized steel reinforcing where installed on galvanized sheet metal ducts. For aluminum and stainless steel ducts provide reinforcing of compatible materials.
- D. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for 36-inch length or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

2.2 DUCT LINER

- A. General: Comply with NFPA Standard 90A and TIMA Standard AHC-101.
- B. Materials: ASTM C 1071, Type II, fiberglass duct liner with acrylic coated surface exposed to airstream to prevent erosion of glass fibers and treated with EPA registered anti-microbial agent proven to resist microbial growth as determined by ASTM G21 and G22.
 - 1. Thickness: 1 inch.
 - 2. Density: 1-1/2 pounds.
 - 3. Density: 2 pounds.
 - 4. Density: 3 pounds.
 - 5. Thermal Performance: "K-Factor" equal to 0.28 or better, at a mean temperature of 75 deg F, ASTM C 518.
 - 6. Noise Reduction Coefficient: 0.55 or higher based on "Type A Mounting" and tested in accordance to ASTM C 423. (1.5 pcf, 1" thickness)
 - 7. Fire Hazard Classification: Flame spread rating of not more than 25 without evidence of continued progressive combustion and a smoke developed rating of no higher than 50, when tested in accordance with ASTM C 411.
 - 8. Liner Adhesive: Comply with NFPA Standard 90A and ASTM C 916.
 - 9. Maximum Velocity: 5,000 ft./min.
 - 10. Mechanical Fasteners: Galvanized steel, suitable for adhesive attachment, mechanical attachment, or welding attachment to duct. Provide fasteners that do not damage the liner when applied as recommended by the manufacturer, that do not cause leakage in the duct, and will indefinitely sustain a 50-pound tensile dead load test perpendicular to the duct wall.
 - a. Fastener Pin Length: As required for thickness of insulation, and without projecting more than 1/8 inch into the airstream.

- b. Adhesive For Attachment of Mechanical Fasteners: Comply with the "Fire Hazard Classification" of duct liner system.

2.3 SEALING MATERIALS

- A. Joint and Seam Sealants, General: The term sealant used here is not limited to materials of adhesive or mastic nature, but also includes tapes and combinations of open weave fabric strips and mastics.
- B. Tape Sealing System: Woven-fiber tape impregnated with a gypsum mineral compound and a modified acrylic/silicone activator to react exothermically with the tape to form a hard, durable, airtight seal.
- C. Joint and Seam Sealant: One-part, nonsag, solvent- release-curing, polymerized butyl sealant complying with FS TT-S-001657, Type I; formulated with a minimum of 75 percent solids.
- D. Flanged Joint Mastics: One-part, acid-curing, silicone elastomeric joint sealants, complying with ASTM C 920, Type S, Grade NS, Class 25, Use O.

2.4 HANGERS AND SUPPORTS

- A. Building Attachments: Concrete inserts, powder actuated fasteners, or structural steel fasteners appropriate for building materials. Do not use powder actuated concrete fasteners for lightweight aggregate concretes or for slabs less than 4 inches thick.
- B. Hangers: Galvanized sheet steel, or round, uncoated steel, threaded rod.
 - 1. Hangers Installed In Corrosive Atmospheres: Electro-galvanized, all-thread rod or hot-dipped- galvanized rods with threads painted after installation.
 - 2. Straps and Rod Sizes: Conform with Tables 4-1, 4-1M, and 4-2 in SMACNA "HVAC Duct Construction Standards," 1995 Edition, for sheet steel width and gage and steel rod diameters.
- C. Duct Attachments: Sheet metal screws, blind rivets, or self-tapping metal screws; compatible with duct materials.
- D. Trapeze and Riser Supports: Steel shapes conforming to ASTM A 36.
 - 1. Where galvanized steel ducts are installed, provide hot-dipped-galvanized steel shapes and plates.
 - 2. For stainless steel ducts, provide stainless steel support materials.
 - 3. For aluminum ducts, provide aluminum support materials, except where materials are electrolytically separated from ductwork.

2.5 RECTANGULAR DUCT FABRICATION

- A. General: Except as otherwise indicated, fabricate rectangular ducts with galvanized sheet steel, in accordance with SMACNA "HVAC Duct Construction

Standards," 1995 Edition, Tables 1-3 through 1-25, including their associated details. Conform to the requirements in the referenced standard for metal thickness (minimum 26 gauge), reinforcing types and intervals, tie rod applications, and joint types and intervals.

1. Fabricate rectangular ducts in lengths appropriate to reinforcement and rigidity class required for pressure classification.
 2. Provide materials that are free from visual imperfections such as pitting, seam marks, roller marks, stains, and discolorations.
 3. All rectangular low velocity supply air, transfer air, relief air, and return air ducts shall be acoustically lined on the inside with 1" thick duct liner unless otherwise noted. All elbows and fittings shall be insulated. Exterior ducts shall be lined with 2" duct liner. Exhaust air ducts are not to be lined unless otherwise noted.
- B. Crossbreaking or Cross Beading: Crossbreak or bead duct sides that are 19 inches and larger and are 20 gage or less, with more than 10 sq. ft. of unbraced panel area, as indicated in SMACNA "HVAC Duct Construction Standard," Figure 1-8.

2.6 RECTANGULAR DUCT FITTINGS

- A. Fabricate elbows, transitions, offsets, branch connections, and other duct construction in accordance with SMACNA "HVAC Duct Construction Standard," 1995 Edition, Figures 2-1 through 2-18.
1. Elbows:
 - a. Type RE-1 radius elbow with 1-1/2 W radius.
 - b. Type RE-2 square throat elbow with single thickness turning vanes.
 - c. Type RE-5 dual radius elbow.

2.7 SHOP APPLICATION OF LINER IN RECTANGULAR DUCTS

- A. Adhere a single layer of indicated thickness of duct liner with 90 percent coverage of adhesive at liner contact surface area. Multiple layers of insulation to achieve indicated thickness is prohibited.
- B. Apply a coat of adhesive to transverse and longitudinal liner edges.
- C. Butt transverse joints without gaps and coat joint with adhesive.
- D. Fold and compress liner in corners of rectangular ducts or cut and fit to assure butted edge overlapping.
- E. Longitudinal joints in rectangular ducts shall not occur except at corners of ducts, unless the size of the duct and standard liner product dimensions make longitudinal joints necessary.
1. Apply an adhesive coating on longitudinal seams.

- F. Secure liner with mechanical fasteners 4 inches from corners and at intervals not exceeding 12 inches transversely around perimeter; at 3 inches from transverse joints and at intervals not exceeding 18 inches longitudinally.
- G. Secure transversely oriented liner edges facing the airstream with metal nosings that are either channel or "Z" profile or are integrally formed from the duct wall at the following locations:
 - 1. Fan discharge.
 - 2. Intervals of lined duct preceding unlined duct.
- H. Where noted on drawings, secure insulation liner with perforated sheet metal liner of the same gage specified for the duct, secured to ducts with mechanical fasteners that maintain metal liner distance from duct without compressing insulation. Provide 3/32-inch-diameter perforations, with an overall open area of 23 percent.
- I. Terminate liner with duct buildouts installed in ducts to attach dampers, turning vane assemblies, and other devices. Fabricated buildouts (metal hat sections) or other buildout means are optional; when used, secure buildouts to the duct wall with bolts, screws, rivets, or welds. Terminate liner at fire dampers at connection to fire damper sleeve through fire separation.

2.8 ROUND AND FLAT OVAL DUCT FABRICATION

- A. General: "Basic Round Diameter" as used in this article is the diameter of the size of round duct that has a circumference equal to the perimeter of a given sized of flat oval duct. Except where interrupted by fittings, provide round and flat oval ducts in lengths not less than 12 feet.
- B. Round Ducts: Fabricate round supply ducts with spiral lockseam construction, except where diameters exceed 72 inches. Fabricate ducts having diameters greater than 72 inches with longitudinal butt-welded seams. Comply with SMACNA "HVAC Duct Construction Standards," 1995 Edition, Table 3-2 for galvanized steel gages(minimum 26 gauge).

2.9 ROUND AND FLAT OVAL SUPPLY AND EXHAUST FITTINGS FABRICATION

- A. 90-Degree Tees and Laterals and Conical Tees: Fabricate to conform to SMACNA "HVAC Duct Construction Standards," 1995 Edition, Figures 3-4 to 3-6 and with metal thicknesses (minimum 26 gauge) specified for longitudinal seam straight duct.
 - 1. Tees: 90° tee with oval to round tap. Conical tees.
- B. Diverging-Flow Fittings: Fabricate with a reduced entrance to branch taps with no excess material projecting from the body onto branch tap entrance.
- C. Elbows: Fabricate in die-formed, gored, pleated, or mitered construction. Fabricate the bend radius of die-formed, gored, and pleated elbows 1.5 times the

elbow diameter. Unless elbow construction type is indicated, provide elbows meeting the following requirements:

1. Mitered Elbows: Fabricate mitered elbows with welded construction in gages specified below.
 - a. Mitered Elbows Radius and Number of Pieces: Unless otherwise indicated, construct elbow to comply with SMACNA "HVAC Duct Construction Standards," 1995 Edition, Table 3-1.
 - b. Round Mitered Elbows: Solid welded and with metal thickness listed below for pressure classes from minus 2 inches to plus 2 inches:
 - 1) 3 to 26 inches: 24 gage.
 - 2) 27 to 36 inches: 22 gage.
 - 3) 37 to 50 inches: 20 gage.
 - 4) 52 to 60 inches: 18 gage.
 - 5) 62 to 84 inches: 16 gage.
 - c. Round Mitered Elbows: Solid welded and with metal thickness listed below for pressure classes from 2 inches to 10 inches:
 - 1) 3 to 14 inches: 24 gage.
 - 2) 15 to 26 inches: 22 gage.
 - 3) 27 to 50 inches: 20 gage.
 - 4) 52 to 60 inches: 18 gage.
 - 5) 62 to 84 inches: 16 gage.
 - d. Flat Oval Mitered Elbows: Solid welded and with the same metal thickness as longitudinal seam flat oval duct.
 - e. 90-Degree, 2-Piece, Mitered Elbows: Use only for supply systems, or exhaust systems for material handling classes A and B; and only where space restrictions do not permit the use of 1.5 bend radius elbows. Fabricate with a single-thickness turning vanes.
2. Round Elbows - 8 Inches and Smaller: Die-formed or stamped elbows for 45- and 90-degree elbows and pleated elbows for 30, 45, 60, and 90 degrees only. Fabricate nonstandard bend angle configurations or 1/2-inch-diameter (e.g. 3-1/2- and 4-1/2-inch) elbows with gored or segmented construction.
3. Round Elbows - 9 Through 14 Inches: Gored or segmented or pleated elbows for 30, 45, 60, and 90 degrees, except where space restrictions require a mitered elbow. Fabricate nonstandard bend angle configurations or 1/2-inch-diameter (e.g. 9-1/2- and 10-1/2-inch) elbows with gored or segmented construction.
4. Round Elbows - Larger Than 14 Inches and All Flat Oval Elbows: Gored or segmented elbows, except where space restrictions require a mitered elbow.
5. Die-Formed or Stamped Elbows for Sizes Through 8 Inches and All Pressures: 20 gage with 2-piece welded construction.
6. Round Gored or Segmented Elbows Gages: Same as for nonelbow fittings specified above.
7. Flat Oval Elbows Gages: Same as longitudinal seam flat oval duct.
8. Pleated Elbows Sizes Through 14 Inches and Pressures Through 10 Inches: 26 gage.

PART 3 - EXECUTION

3.1 DUCT INSTALLATION, GENERAL

- A. Duct System Pressure Class: Construct and install each duct system for the specific duct pressure classification indicated.
 - 1. High pressure supply duct between fan unit and terminal boxes: 6 inches w.g. positive.
 - 2. Low pressure supply duct between fan units and room outlets: 3 inches w.g. positive.
 - 3. Low pressure supply duct between terminal boxes and room outlets: 1 inch w.g. positive.
 - 4. Exhaust air duct when fan rated at 2 inches w.g. sp or lower, return air duct, transfer air duct, combustion air duct, outside air duct: 2 inches w.g. negative.
 - 5. Laboratory exhaust air duct: 2 inches w.g. negative.
- B. Install ducts with the fewest possible joints.
- C. Use fabricated fittings for all changes in directions, changes in size and shape, and connections.
- D. Install couplings tight to duct wall surface with projections into duct at connections kept to a minimum.
- E. Locate ducts, except as otherwise indicated, vertically and horizontally, parallel and perpendicular to building lines; avoid diagonal runs. Install duct systems in shortest route that does not obstruct useable space or block access for servicing building and its equipment.
- F. Install ducts close to walls, overhead construction, columns, and other structural and permanent enclosure elements of building.
- G. Provide clearance of 1 inch where furring is shown for enclosure or concealment of ducts, plus allowance for insulation thickness, if any.
- H. Install insulated ducts with 1-inch clearance outside of insulation.
- I. Conceal ducts from view in finished and occupied spaces by locating in mechanical shafts, hollow wall construction, or above suspended ceilings. Do not encase horizontal runs in solid partitions, except as specifically shown.
- J. Coordinate layout with suspended ceiling and lighting layouts and similar finished work.
- K. Electrical Equipment Spaces: Route ductwork to avoid passing through transformer vaults and electrical equipment spaces and enclosures.

- L. Non-Fire-Rated Partition Penetrations: Where ducts pass through interior partitions and exterior walls, and are exposed to view, conceal space between construction opening and duct or duct insulation with sheet metal flanges of same gage as duct. Overlap opening on 4 sides by at least 1-1/2 inches.
- M. Fire-Rated Penetrations: Comply with Division 7 Section "Firestopping."
- N. Protect lined duct from moisture. Wet duct liner, even though dried, must be replaced. No exceptions.
- O. Install automatic temperature control dampers, air flow measuring stations and other duct mounted devices.
- P. Interior of ducts shall be kept clean. Protect ducts from dust, dirt, debris, etc., by covering exposed ends of ducts during storage and construction. Ducts which become dirty shall be cleaned to satisfaction of the Engineer and Owner.

3.2 SEAM AND JOINT SEALING

- A. General: Seal duct seams and joints as follows:
- B. Pressure Classifications Greater Than 3 Inches Water Gage: All transverse joints, longitudinal seams, and duct penetrations.
- C. Pressure Classification 2 and 3 Inches Water Gage: All transverse joints and longitudinal seams and duct penetrations.
- D. Pressure Classification Less than 2 Inches Water Gage: Transverse joints only and duct penetrations.
- E. Seal externally insulated ducts prior to insulation installation.
- F. Ducts exposed to view shall have tape sealer in a neat manner. Paint tape sealer on unpainted ducts to match duct.

3.3 HANGING AND SUPPORTING

- A. Install rigid round, rectangular, and flat oval metal duct with support systems indicated in SMACNA "HVAC Duct Construction Standards," 1995 Edition, Tables 4-1 through 4-3 and Figures 4-1 through 4-9.
- B. Support horizontal ducts within 2 feet of each elbow and within 4 feet of each branch intersection.
- C. Support vertical ducts at a maximum interval of 16 feet and at each floor.
- D. Upper attachments to structures shall have an allowable load not exceeding 1/4 of the failure (proof test) load but are not limited to the specific methods indicated.

- E. Install concrete insert prior to placing concrete.
- F. Install powder actuated concrete fasteners after concrete is placed and completely cured.
- G. Steel roof deck shall not be used to support loads from ductwork or equipment, unless noted otherwise.
- H. Ducts exposed to view shall be supported using threaded rod or some other method that is neat in appearance. Straps are not an acceptable method of hanging ducts that are exposed to view.
- I. Seismic bracing for ducts exposed to view must be neat in appearance. Proposed method shall be submitted to the Architect prior to duct installation.

3.4 CONNECTIONS

- A. Equipment Connections: Connect equipment with flexible connectors in accordance with Division 15 Section "Duct Accessories."
- B. Branch Connections: Comply with SMACNA "HVAC Duct Construction Standards," 1995 Edition, Figures 2-5 and 2-6.
- C. Outlet and Inlet Connections: Comply with SMACNA "HVAC Duct Construction Standards," 1995 Edition, Figures 2-14 through 2-17.
- D. Terminal Units Connections: Comply with SMACNA "HVAC Duct Construction Standards," 1995 Edition, Figure 2-17.

3.5 FIELD QUALITY CONTROL

- A. Disassemble, reassemble, and seal segments of the systems as required to accommodate leakage testing, and as required for compliance with test requirements.
- B. Conduct tests, in the presence of the Architect or Owner's representative, at static pressures equal to the maximum design pressure of the system or the section being tested. If pressure classifications are not indicated, test entire system at the maximum system design pressure. Do not pressurize systems above the maximum design operating pressure. Check duct system for audible leaks. Give 7 days' advanced notice for testing.
- C. Maximum Allowable Leakage: As described in ASHRAE 1997 Handbook, "Fundamentals" Volume, Chapter 32, Table 6 and Figure 14. Comply with requirements for leakage classification 3 for round and flat oval ducts, leakage classification 12 for rectangular ducts in pressure classifications less than and equal to 2 inches water gage (both positive and negative pressures), and leakage classification 6 for pressure classifications greater than 2 inches water gage and less than and equal to 10 inches water gage.

- D. Remake leaking joints as required and apply sealants to achieve specified maximum allowable leakage.
- E. Leakage Test: Perform volumetric measurements and adjust air systems as described in ASHRAE 1995 "HVAC Systems and Applications" Volume, Chapter 34 and ASHRAE 1997 "Fundamentals" Volume, Chapter 14, and Division 15 Section "TESTING, ADJUSTING, AND BALANCING."

3.6 ADJUSTING AND CLEANING

- A. Adjust volume control devices as required by the testing and balancing procedures to achieve required air flow. Refer to Division 15 Section "TESTING, ADJUSTING, AND BALANCING" for requirements and procedures for adjusting and balancing air systems.
- B. Vacuum ducts systems prior to final acceptance to remove dust and debris.

END OF SECTION 15815

SECTION 15820 - DUCT ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Backdraft dampers.
 - 2. Manual volume control dampers.
 - 3. Actuators.
 - 4. Turning vanes.
 - 5. Duct-mounted access doors and panels.
 - 6. Flexible connectors.
 - 7. Flexible ducts.
 - 8. Accessories hardware.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 8 Section "Access Doors and Frames" for ceiling- and wall-mounted access panels and doors.

1.3 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract and Division 1 Specification Sections.
- B. Product data including details for materials, dimensions of individual components, profiles, and finishes for the following items:
 - 1. Backdraft dampers.
 - 2. Manual volume control dampers.
 - 3. Duct-mounted access panels and doors.
 - 4. Flexible ducts.
- C. Shop drawings from manufacturer detailing assemblies. Include dimensions, weights, loadings, required clearances, method of field assembly, components, and location and size of each field connection. Detail the following:
 - 1. Special fittings and volume control damper installation (both manual and automatic) details.
 - 2. Fire and smoke damper installations, including sleeves and duct-mounted access door and panel installations.

- D. Product Certification: Submit certified test data on dynamic insertion loss; self-noise power levels; and airflow performance data, static pressure loss, and dimensions and weights.

1.4 QUALITY ASSURANCE

- A. NFPA Compliance: Comply with the following NFPA Standards:
 - 1. NFPA 90A, "Standard for the Installation of Air Conditioning and Ventilating Systems."
 - 2. NFPA 90B, "Standard for the Installation of Warm Air Heating and Air Conditioning Systems."

1.5 EXTRA MATERIALS

- A. Furnish extra materials matching products installed as described below, packaged with protective covering for storage and identified with labels describing contents. Deliver extra materials to Owner.
 - 1. Fusible Links: Furnish quantity equal to 10 percent of amount installed.

PART 2 - PRODUCTS

2.1 BACKDRAFT DAMPERS

- A. Description: Suitable for horizontal or vertical installation.
- B. Frame: 18-gage galvanized steel, with welded corners, or 0.063-inch-thick 6063T extruded aluminum.
- C. Blades: 0.025-inch-thick roll-formed aluminum, or 0.050-inch-thick 6063T extruded aluminum.
- D. Blade Seals: Vinyl or neoprene.
- E. Blade Axles: Nonferrous or galvanized steel.
- F. Tie Bars and Brackets: Aluminum or galvanized steel.
- G. Return Spring: Adjustable tension.
- H. Chain Operator: 15-foot-long galvanized-steel sash chain and pulley.
- I. Wing-Nut Operator: Galvanized steel, with 1/4-inch galvanized-steel rod.

2.2 MANUAL VOLUME CONTROL DAMPERS

- A. General: Provide factory-fabricated volume-control dampers, complete with required hardware and accessories. Stiffen damper blades to provide stability under operating conditions. Provide locking device to hold dampers in a fixed

position without vibration. Close duct penetrations for damper components to seal duct consistent with pressure class. Provide end bearings or other seals for ducts with pressure classifications of 3 inches or higher. Extend axles full length of damper blades. Provide bearings at both ends of operating shaft.

- B. Standard Volume Control Dampers: Multiple- or single-blade, parallel- or opposed-blade design as indicated, standard leakage rating, and suitable for horizontal or vertical applications.
 - 1. Steel Frames: Hat-shaped, galvanized-steel channels, minimum of 16 gage, and with mitered and welded corners. Provide frames with flanges where indicated for attaching to walls. Provide flangeless frames where indicated for installation in ducts.
 - 2. Roll-Formed Steel Blades: 16-gage galvanized steel.
 - 3. Blade Axles: Galvanized steel.
 - 4. Tie Bars and Brackets: Galvanized steel.
- C. Jackshaft: 1-inch-diameter, galvanized-steel pipe rotating within a pipe bearing assembly mounted on supports at each mullion and at each end of multiple damper assemblies. Provide appropriate length and number of mounting to connect linkage of each damper of a multiple damper assembly.
- D. Damper Control Hardware: Zinc-plated, die-cast core with a heavy-gage dial and handle made of 3/32-inch-thick zinc-plated steel, and a 3/4-inch hexagon locking nut. Provide center hole to suit damper operating rod size. Provide elevated platform for insulated duct mounting. Provide gasketing to reduce air leakage.
- E. Concealed Damper Regulators: Provide for each damper located above a non-accessible type ceiling a concealed damper regulator with zinc finished cover plate for field painting. Provide additional hardware such as couplings, bearing, or rods that may be required to connect the concealed damper regulator to the damper.

2.3 TURNING VANES

- A. Fabricate turning vanes according to SMACNA HVAC Duct Construction Standards, Figures 2-2 through 2-7 except trailing edge turning vanes not allowed.
- B. Manufactured Turning Vanes: Fabricate of 1-1/2-inch-wide, curved blades set at 3/4 inch on center, support with bars perpendicular to blades set at 2 inches on center, and set into side strips suitable for mounting in ducts.
- C. Acoustic Turning Vanes: Fabricate of airfoil-shaped aluminum extrusions with perforated faces and fiber glass fill.

2.4 DUCT-MOUNTED ACCESS DOORS AND PANELS

- A. General: Refer to the Access Door Materials Schedule at the end of this Section for frame and door thickness, number of hinges and locks, and location of locks. Provide construction and airtightness suitable for duct pressure class.
- B. Frame: Galvanized sheet steel. Provide with bend-over tabs and foam gaskets.
- C. Door: Double-wall, galvanized sheet metal construction with insulation fill and thickness, number of hinges and locks as indicated for duct pressure class. Provide vision panel where indicated. Provide 1-inch by 1-inch butt hinge or piano hinge and cam latches.
- D. Seal around frame attachment to duct and door to frame with neoprene or foam rubber seals.
- E. Insulation: 1-inch thick fiber glass or polystyrene foam board.
- F. Size: 12" X 12" minimum size or 2" narrower X 12" for duct 24" wide or narrower. 18" X 18" minimum size for duct larger than 24".

2.5 FLEXIBLE CONNECTORS

- A. General: Flame-retarded or noncombustible fabrics, coatings, and adhesives complying with UL Standard 181, Class 1.
- B. Metal-Edged Connectors: Factory-fabricated with a strip of fabric 3-1/2 inches wide attached to 2 strips of 24-gage, galvanized sheet steel or 0.032-gage aluminum sheets. Select metal compatible with connected duct system. Fold and crimp metal edge strips onto fabric as illustrated in SMACNA HVAC Duct Standard, 1st Edition, Figure 2-19.
- C. Indoor System Flexible Connectors Fabric: Glass fabric double coated with polychloroprene.
 - 1. Minimum Weight: 26 oz. per sq yd.
 - 2. Tensile Strength: 480 lb per inch in the warp and 360 lb per inch in the filling.

2.6 FLEXIBLE DUCTS

- A. General: Comply with UL 181, Class 1.
- B. Flexible Ducts - Insulated: Factory-fabricated, insulated, corrugated aluminum, round duct, with an outer jacket enclosing 1-1/2-inch-thick, glass fiber insulation around a continuous inner liner.
 - 1. Outer Jacket: Glass-reinforced, silver mylar with a continuous hanging tab, integral fiber glass tape, and nylon hanging cord.
- C. High-efficiency take-offs:

1. All round take-offs shall be made with high-efficiency type with damper. Balancing dampers shall be furnished with positive adjustable quadrant with locking nut for easy adjustment. Provide shafts to accommodate a concealed damper regulator where located above a non-accessible ceiling.

2.7 ACCESSORIES HARDWARE

- A. Instrument Test Holes: Cast iron or cast aluminum to suit duct material, including screw cap and gasket and a flat mounting gasket. Size to allow insertion of pitot tube and other testing instruments and provide in length to suit duct insulation thickness.
- B. Splitter Damper Accessories: Zinc-plated damper blade bracket, 1/4-inch, zinc-plated operating rod, and a duct-mounted, ball-joint bracket with flat rubber gasket and square-head set screw.
- C. Flexible Duct Clamps: Stainless steel band with cadmium-plated hex screw to tighten band with a worm-gear action. Provide in sizes from 3 to 18 inches to suit duct size.
- D. Adhesives: High strength, quick setting, neoprene based, waterproof and resistant to gasoline and grease.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of duct accessories. Do not proceed with installation until unsatisfactory conditions are corrected.

3.2 INSTALLATION

- A. Install duct accessories according to manufacturer's installation instructions and applicable portions of details of construction as shown in SMACNA standards.
- B. Install volume control dampers in lined duct with methods to avoid damage to liner and to avoid erosion of duct liner.
- C. Provide test holes at fan inlet and outlet and elsewhere as indicated.
- D. Maximum allowable length of flex duct shall be 5'-0" at diffuser terminations.
- E. Provide duct-mounted access doors as required for access at each fire damper, smoke damper, combination fire/smoke damper and ceiling fire damper, motorized control damper.

3.3 ADJUSTING

- A. Adjust duct accessories for proper settings.
- B. Final positioning of manual dampers is specified in Division 15 Section "Testing, Adjusting, and Balancing."

ACCESS DOOR MATERIALS SCHEDULE

DUCT PRESSURE CLASS	DOOR SIZE INCHES	NUMBER OF HINGES	NUMBER OF LOCKS	METAL GAGE		
				FRAME	DOOR	BACK
2 INCHES & LESS	12X12	2	1-S	24	26	26
	16X20	2	2-S	22	24	26
	24X24	3	2-S	22	22	26
3 INCHES	12X12	2	1-S	22	22	26
	16X20	2	1-S,1-T,1-B	20	20	26
	24X24	3	2-S,1-T,1-B	20	20	24
4 TO 10 INCHES	12X12	2	1-S,1-T,1-B	20	20	26
	16X20	3	2-S,1-T,1-B	20	18	24
	24X24	3	2-S,2-T,2-B	18	18	24

S: SIDE
T: TOP
B: BOTTOM

END OF SECTION 15820

SECTION 15855 – DIFFUSERS, REGISTERS AND GRILLES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK

- A. Extent of air outlets and inlets work is indicated by drawings and schedules, and by requirements of this section.
- B. Types of outlets and inlets required for project include the following:
 - 1. Ceiling air diffusers and grilles.

1.3 QUALITY ASSURANCE

- A. Codes and Standards:
 - 1. ARI Compliance: Test and rate air outlets and inlets in accordance with ARI 650 "Standard for Air Outlets and Inlets".
 - 2. ASHRAE Compliance: Test and rate air outlets and inlets in accordance with ASHRAE 70 "Method of Testing for Rating the Air Flow Performance of Outlets and Inlets".
 - 3. ADC Compliance: Test and rate air outlets and inlets in certified laboratories under requirements of ADC 1062 "Certification, Rating and Test Manual".
 - 4. ADC Seal: Provide air outlets and inlets bearing ADC Certified Rating Seal.
 - 5. AMCA Compliance: Test and rate louvers in accordance with AMCA 500 "Test Method for Louvers, Dampers and Shutters".
 - 6. AMCA Seal: Provide louvers bearing AMCA Certified Rating Seal.
 - 7. NFPA Compliance: Install air outlets and inlets in accordance with NFPA 90A "Standard for the Installation of Air Conditioning and Ventilating Systems".

1.4 SUBMITTALS

- A. Product Data: Submit manufacturer's technical product data for air outlets and inlets including the following:
 - 1. Schedule of air outlets and inlets indicating drawing designation, room location, number furnished, model number, size, and accessories furnished.
 - 2. Data sheet for each type of air outlet and inlet, and accessory furnished; indicating construction, finish, and mounting details.

3. Performance data for each type of air outlet and inlet furnished, including aspiration ability, temperature and velocity traverses; throw and drop; and noise criteria ratings. Indicate selections on data.
- B. Samples: 3 samples of each type of finish furnished.
- C. Shop Drawings: Submit manufacturer's assembly-type shop drawing for each type of air outlet and inlet, indicating materials and methods of assembly of components.
- D. Maintenance Data: Submit maintenance data, including cleaning instructions for finishes, and spare parts lists. Include this data, product data, and shop drawings in maintenance manuals.

1.5 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Deliver air outlets and inlets wrapped in factory-fabricated fiber-board type containers. Identify on outside of container type of outlet or inlet and location to be installed. Avoid crushing or bending and prevent dirt and debris from entering and settling in devices.
- B. Store air outlets and inlets in original cartons and protect from weather and construction work traffic. Where possible, store indoors; when necessary to store outdoors, store above grade and enclose with waterproof wrapping.

PART 2 - PRODUCTS

2.1 CEILING AIR DIFFUSERS AND GRILLES

- A. General: Except as otherwise indicated, provide manufacturer's standard ceiling air diffusers and grilles where shown; of size, shape, capacity and type indicated; constructed of materials and components as indicated, and as required for complete installation.
- B. Performance: Provide ceiling air diffusers and grilles that have, as minimum, temperature and velocity traverses, throw and drop, and noise criteria ratings for each size device as listed in manufacturer's current data.
- C. Ceiling Compatibility: Provide diffusers and grilles with border styles that are compatible with adjacent ceiling systems, and that are specifically manufactured to fit into ceiling module with accurate fit and adequate support. Refer to general construction drawings and specifications for types of ceiling systems which will contain each type of ceiling air diffuser.
- D. Types: Provide ceiling diffusers and grilles of type, capacity, and with accessories and finishes as listed on diffuser and grille schedule.
 1. Diffuser and Grille Finishes:

- a. Diffuser and grille finishes shall be baked enamel unless noted otherwise. Color is to be selected by the Architect.
- E. Manufacturer: Subject to compliance with requirements, provide diffusers of one of the following:
 - 1. Air Guide.
 - 2. Anemostat Products Div.; Dymanics Corp. of America.
 - 3. Carnes Co.; Div. of Wehr Corp.
 - 4. E.H. Price Co.
 - 5. J and J Register.
 - 6. Krueger Mfg. Co.
 - 7. Titus Products Div.; Philips Industries, Inc.
 - 8. Tuttle & Bailey; Div. of Interpace Corp.
 - 9. Nailor.

PART 3 - EXECUTION

3.1 INSPECTION

- A. Examine areas and conditions under which air outlets and inlets are to be installed. Do not proceed with work until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General: Install air outlets and inlets in accordance with manufacturer's written instructions and in accordance with recognized industry practices to insure that products serve intended function.
- B. Coordinate with other work, including ductwork and duct accessories, as necessary to interface installation of air outlets and inlets with other work.
- C. Locate ceiling air diffusers, registers, and grilles, as indicated on general construction "Reflected Ceiling Plans". Unless otherwise indicated, locate units in center of acoustical ceiling module.

3.3 SPARE PARTS

- A. Furnish to Owner, with receipt, 3 operating keys for each type of air outlet and inlet that require them.

END OF SECTION 15855

SECTION 15990 - GENERAL TESTING, ADJUSTING, BALANCING AND COMMISSIONING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes testing, adjusting, and balancing HVAC systems to produce design objectives, including the following:
 - 1. Balancing airflow and water flow within distribution systems, including submains, branches, and terminals, to indicated quantities according to specified tolerances.
 - 2. Adjusting total HVAC systems to provide indicated quantities.
 - 3. Measuring electrical performance of HVAC equipment.
 - 4. Setting quantitative performance of HVAC equipment.
 - 5. Verifying that automatic control devices are functioning properly.
 - 6. Reporting results of the activities and procedures specified in this Section.

1.3 DEFINITIONS

- A. Adjust: To regulate fluid flow rate and air patterns at the terminal equipment, such as to reduce fan speed or adjust a damper.
- B. Balance: To proportion flows within the distribution system, including submains, branches, and terminals, according to design quantities.
- C. Draft: A current of air, when referring to localized effect caused by one or more factors of high air velocity, low ambient temperature, or direction of airflow, whereby more heat is withdrawn from a person's skin than is normally dissipated.
- D. Procedure: An approach to and execution of a sequence of work operations to yield repeatable results.
- E. Report Forms: Test data sheets for recording test data in logical order.
- F. Static Head: The pressure due to the weight of the fluid above the point of measurement. In a closed system, static head is equal on both sides of the pump.

- G. Suction Head: The height of fluid surface above the centerline of the pump on the suction side.
- H. System Effect: A phenomenon that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system.
- I. System Effect Factors: Allowances used to calculate a reduction of the performance ratings of a fan when installed under conditions different from those presented when the fan was performance tested.
- J. Terminal: A point where the controlled medium, such as fluid or energy, enters or leaves the distribution system.
- K. Test: A procedure to determine quantitative performance of a system or equipment.
- L. Testing, Adjusting, and Balancing Agent: The entity responsible for performing and reporting the testing, adjusting, and balancing procedures.
- M. AABC: Associated Air Balance Council.
- N. AMCA: Air Movement and Control Association.
- O. NEBB: National Environmental Balancing Bureau.
- P. SMACNA: Sheet Metal and Air Conditioning Contractors' National Association.

1.4 SUBMITTALS

- A. Contract Documents Examination Report: Within 90 days from the Contractor's Notice to Proceed, submit 2 copies of the Contract Documents review report as specified in Part 3 of this Section.
- B. Strategies and Procedures Plan: Within 120 days from the Contractor's Notice to Proceed, submit 2 copies of the testing, adjusting, and balancing strategies and step-by-step procedures as specified in Part 3 "Preparation" Article below. Include a complete set of report forms intended for use on this Project.
- C. Certified Testing, Adjusting, and Balancing Reports: Submit 2 copies of reports prepared, as specified in this Section, on approved forms certified by the testing, adjusting, and balancing Agent.
- D. Sample Report Forms: Submit 2 sets of sample testing, adjusting, and balancing report forms.
- E. Warranty: Submit 2 copies of special warranty specified in the "Warranty" Article below.

1.5 QUALITY ASSURANCE

- A. Agent Qualifications: Engage a testing, adjusting, and balancing agent certified by either AABC or NEBB. Balancing may only be performed by the following:
 - 1. BTC Services, Inc.
 - 2. Diamond Test and Balance
 - 3. Danis Test and Balance
 - 4. Certified Test & Balance
 - 5. Test & Balance Inc.
- B. Testing, Adjusting, and Balancing Conference: Meet with the Owner's and the Architect's representatives on approval of the testing, adjusting, and balancing strategies and procedures plan to develop a mutual understanding of the details. Ensure the participation of testing, adjusting, and balancing team members, equipment manufacturers' authorized service representatives, HVAC controls Installer, and other support personnel. Provide 14days' advance notice of scheduled meeting time and location.
 - 1. Agenda Items: Include at least the following:
 - a. Submittal distribution requirements.
 - b. Contract Documents examination report.
 - c. Testing, adjusting, and balancing plan.
 - d. Work schedule and Project site access requirements.
 - e. Coordination and cooperation of trades and subcontractors.
 - f. Coordination of documentation and communication flow.
- C. Certification of Testing, Adjusting, and Balancing Reports: Certify the testing, adjusting, and balancing field data reports. This certification includes the following:
 - 1. Review field data reports to validate accuracy of data and to prepare certified testing, adjusting, and balancing reports.
 - 2. Certify that the testing, adjusting, and balancing team complied with the approved testing, adjusting, and balancing plan and the procedures specified and referenced in this Specification.
- D. Testing, Adjusting, and Balancing Reports: Use standard forms from AABC's "National Standards for Testing, Adjusting, and Balancing" or frame NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems."
- E. Instrumentation Type, Quantity, and Accuracy: As described in NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems," Section II, "Required Instrumentation for NEBB Certification."
- F. Instrumentation Calibration: Calibrate instruments at least every 6 months or more frequently if required by the instrument manufacturer.

1.6 PROJECT CONDITIONS

- A. Partial Owner Occupancy: The Owner may occupy completed areas of the building before Substantial Completion. Cooperate with the Owner during testing, adjusting, and balancing operations to minimize conflicts with the Owner's operations.

1.7 COORDINATION

- A. Coordinate the efforts of factory-authorized service representatives for systems and equipment, HVAC controls installers, and other mechanics to operate HVAC systems and equipment to support and assist testing, adjusting, and balancing activities.
- B. Notice: Provide 7 days' advance notice for each test. Include scheduled test dates and times.
- C. Perform testing, adjusting, and balancing after leakage and pressure tests on air and water distribution systems have been satisfactorily completed.

1.8 WARRANTY

- A. General Warranty: The national project performance guarantee specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents.
- B. National Project Performance Guarantee: Provide a guarantee on AABC or NEBB forms stating that AABC or NEBB will assist in completing the requirements of the Contract Documents if the testing, adjusting, and balancing Agent fails to comply with the Contract Documents. Guarantee includes the following provisions:
 - 1. The certified Agent has tested and balanced systems according to the Contract Documents.
 - 2. Systems are balanced to optimum performance capabilities within design and installation limits.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine Contract Documents to become familiar with project requirements and to discover conditions in systems' designs that may preclude proper testing, adjusting, and balancing of systems and equipment.

1. Contract Documents are defined in the General and Supplementary Conditions of the Contract.
 2. Verify that balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are required by the Contract Documents. Verify that quantities and locations of these balancing devices are accessible and appropriate for effective balancing and for efficient system and equipment operation.
- B. Examine approved submittal data of HVAC systems and equipment.
- C. Examine project record documents described in Division 1 Section "Project Record Documents."
- D. Examine equipment performance data, including fan and pump curves. Relate performance data to project conditions and requirements, including system effects that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system. Calculate system effect factors to reduce the performance ratings of HVAC equipment when installed under conditions different from those presented when the equipment was performance tested at the factory. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," Sections 7 through 10; or in SMACNA's "HVAC Systems--Duct Design," Sections 5 and 6. Compare this data with the design data and installed conditions.
- E. Examine system and equipment installations to verify that they are complete and that testing, cleaning, adjusting, and commissioning specified in individual Specification Sections have been performed.
- F. Examine system and equipment test reports.
- G. Examine HVAC system and equipment installations to verify that indicated balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are properly installed, and their locations are accessible and appropriate for effective balancing and for efficient system and equipment operation.
- H. Examine systems for functional deficiencies that cannot be corrected by adjusting and balancing.
- I. Examine air-handling equipment to ensure clean filters have been installed, bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- J. Examine terminal units, such as variable-air-volume boxes and mixing boxes, to verify that they are accessible and their controls are connected and functioning.
- K. Examine plenum ceilings, utilized for supply air, to verify that they are airtight. Verify that pipe penetrations and other holes are sealed.
- L. Examine strainers for clean screens and proper perforations.

- M. Examine 3-way valves for proper installation for their intended function of diverting or mixing fluid flows.
- N. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- O. Examine open-piping-system pumps to ensure absence of entrained air in the suction piping.
- P. Examine equipment for installation and for properly operating safety interlocks and controls.
- Q. Examine automatic temperature system components to verify the following:
 - 1. Dampers, valves, and other controlled devices operate by the intended controller.
 - 2. Dampers and valves are in the position indicated by the controller.
 - 3. Integrity of valves and dampers for free and full operation and for tightness of fully closed and fully open positions. This includes dampers in multizone units, mixing boxes, and variable-air-volume terminals.
 - 4. Automatic modulating and shutoff valves, including 2-way valves and 3-way mixing and diverting valves, are properly connected.
 - 5. Thermostats and humidistats are located to avoid adverse effects of sunlight, drafts, and cold walls.
 - 6. Sensors are located to sense only the intended conditions.
 - 7. Sequence of operation for control modes is according to the Contract Documents.
 - 8. Controller set points are set at design values. Observe and record system reactions to changes in conditions. Record default set points if different from design values.
 - 9. Interlocked systems are operating.
 - 10. Changeover from heating to cooling mode occurs according to design values.
- R. Report deficiencies discovered before and during performance of testing, adjusting, and balancing procedures.

3.2 PREPARATION

- A. Prepare a testing, adjusting, and balancing plan that includes strategies and step-by-step procedures.
- B. Complete system readiness checks and prepare system readiness reports. Verify the following:
 - 1. Permanent electrical power wiring is complete.
 - 2. Hydronic systems are filled, clean, and free of air.
 - 3. Automatic temperature-control systems are operational.
 - 4. Equipment and duct access doors are securely closed.
 - 5. Balance, smoke, and fire dampers are open.

6. Isolating and balancing valves are open and control valves are operational.
7. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.
8. Windows and doors can be closed so design conditions for system operations can be met.

3.3 GENERAL TESTING AND BALANCING PROCEDURES

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC or NEBB national standards and this Section.
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary to allow adequate performance of procedures. After testing and balancing, close probe holes and patch insulation with new materials identical to those removed. Restore vapor barrier and finish according to the insulation Specifications for this Project.
- C. Mark equipment settings with paint or other suitable, permanent identification material, including damper-control positions, valve indicators, fan-speed-control levers, and similar controls and devices, to show final settings.

3.4 FUNDAMENTAL AIR SYSTEMS' BALANCING PROCEDURES

- A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Crosscheck the summation of required outlet volumes with required fan volumes.
- B. Prepare schematic diagrams of systems' "as-built" duct layouts.
- C. For variable-air-volume systems, develop a plan to simulate diversity.
- D. Determine the best locations in main and branch ducts for accurate duct airflow measurements.
- E. Check the airflow patterns from the outside-air louvers and dampers and the return- and exhaust-air dampers, through the supply-fan discharge and mixing dampers.
- F. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
- G. Verify that motor starters are equipped with properly sized thermal protection.
- H. Check dampers for proper position to achieve desired airflow path.
- I. Check for airflow blockages.

- J. Check condensate drains for proper connections and functioning.
- K. Check for proper sealing of air-handling unit components.

3.5 CONSTANT-VOLUME AIR SYSTEMS' BALANCING PROCEDURES

- A. The procedures in this Article apply to constant-volume supply-, return-, and exhaust-air systems. Additional procedures are required for variable-air-volume, multizone, dual-duct, induction-unit supply-air systems and process exhaust-air systems. These additional procedures are specified in other articles in this Section.
- B. Adjust fans to deliver total design airflows within the maximum allowable rpm listed by the fan manufacturer.
 - 1. Measure fan static pressures to determine actual static pressure as follows:
 - a. Measure outlet static pressure as far downstream from the fan as practicable and upstream from restrictions in ducts such as elbows and transitions.
 - b. Measure static pressure directly at the fan outlet or through the flexible connection.
 - c. Measure inlet static pressure of single-inlet fans in the inlet duct as near the fan as possible, upstream from flexible connection and downstream from duct restrictions.
 - d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.
 - 2. Measure static pressure across each air-handling unit component.
 - a. Simulate dirty filter operation and record the point at which maintenance personnel must change filters.
 - 3. Measure static pressures entering and leaving other devices such as sound traps, heat recovery equipment, and air washers under final balanced conditions.
 - 4. Compare design data with installed conditions to determine variations in design static pressures versus actual static pressures. Compare actual system effect factors with calculated system effect factors to identify where variations occur. Recommend corrective action to align design and actual conditions.
 - 5. Adjust fan speed higher or lower than design to achieve design conditions. Make required adjustments to pulley sizes, motor sizes, and electrical connections to accommodate fan-speed changes.
 - 6. Do not make fan-speed adjustments that result in motor overload. Consult equipment manufacturers about fan-speed safety factors. Modulate dampers and measure fan-motor amperage to ensure no overload will occur. Measure amperage in full cooling, full heating, and economizer modes to determine the maximum required brake horsepower.

- C. Adjust volume dampers for main duct, submain ducts, and major branch ducts to design airflows within specified tolerances.
 - 1. Measure static pressure at a point downstream from the balancing damper and adjust volume dampers until the proper static pressure is achieved.
 - a. Where sufficient space in submains and branch ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow for that zone.
 - 2. Remeasure each submain and branch duct after all have been adjusted. Continue to adjust submains and branch ducts to design airflows within specified tolerances.
- D. Measure terminal outlets and inlets without making adjustments.
 - 1. Measure terminal outlets using a direct-reading hood or the outlet manufacturer's written instructions and calculating factors.
- E. Adjust terminal outlets and inlets for each space to design airflows within specified tolerances of design values. Make adjustments using volume dampers rather than extractors and the dampers at the air terminals.
 - 1. Adjust each outlet in the same room or space to within specified tolerances of design quantities without generating noise levels above the limitations prescribed by the Contract Documents.
 - 2. Adjust patterns of adjustable outlets for proper distribution without drafts.

3.6 VARIABLE-AIR-VOLUME SYSTEMS' ADDITIONAL PROCEDURES

- A. Compensating for Diversity: When the total airflow of all terminal units is more than the fan design airflow volume, place a selected number of terminal units at a maximum set-point airflow condition until the total airflow of the terminal units equals the design airflow of the fan. Select the reduced airflow terminal units so they are distributed evenly among the branch ducts.
- B. Pressure-Independent, Variable-Air-Volume Systems: After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:
 - 1. Set outside-air dampers at minimum, and return- and exhaust-air dampers at a position that simulates full-cooling load.
 - 2. Select the terminal unit that is most critical to the supply-fan airflow and static pressure. Measure static pressure. Adjust system static pressure so the entering static pressure for the critical terminal unit is not less than the sum of the terminal unit manufacturer's recommended minimum inlet static pressure plus the static pressure needed to overcome terminal-unit discharge duct losses.
 - 3. Measure total system airflow. Adjust to within 10 percent of design airflow.

4. Set terminal units at maximum airflow and adjust controller or regulator to deliver the designed maximum airflow. Use the terminal unit manufacturer's written instructions to make this adjustment. When total airflow is correct, balance the air outlets downstream from terminal units as described for constant-volume air systems.
 5. Set terminal units at minimum airflow and adjust controller or regulator to deliver the designed minimum airflow. Check air outlets for a proportional reduction in airflow as described for constant-volume air systems.
 - a. If air outlets are out of balance at minimum airflow, report the condition but leave the outlets balanced for maximum airflow.
 6. Remeasure the return airflow to the fan while operating at maximum return airflow and minimum outside airflow. Adjust the fan and balance the return-air ducts and inlets as described for constant-volume air systems.
 7. Measure static pressure at the most critical terminal unit and adjust the static-pressure controller at the main supply-air sensing station to ensure adequate static pressure is maintained at the most critical unit.
 8. Record the final fan performance data.
- C. Pressure-Dependent, Variable-Air-Volume Systems without Diversity: After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:
1. Balance systems similar to constant-volume air systems.
 2. Set terminal units and supply fan at full-airflow condition.
 3. Adjust inlet dampers of each terminal unit to design airflow and verify operation of the static-pressure controller. When total airflow is correct, balance the air outlets downstream from terminal units as described for constant-volume air systems.
 4. Readjust fan airflow for final maximum readings.
 5. Measure operating static pressure at the sensor that controls the supply fan, if one is installed, and verify operation of the static-pressure controller.
 6. Set supply fan at minimum airflow if minimum airflow is indicated. Measure static pressure to verify that it is being maintained by the controller.
 7. Set terminal units at minimum airflow and adjust controller or regulator to deliver the designed minimum airflow. Check air outlets for a proportional reduction in airflow as described for constant-volume air systems.
 - a. If air outlets are out of balance at minimum airflow, report the condition but leave the outlets balanced for maximum airflow.
 8. Measure the return airflow to the fan while operating at maximum return airflow and minimum outside airflow. Adjust the fan and balance the return-air ducts and inlets as described for constant-volume air systems.
- D. Pressure-Dependent, Variable-Air-Volume Systems with Diversity: After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:

1. Set system at maximum design airflow by setting the required number of terminal units at minimum airflow. Select the reduced airflow terminal units so they are distributed evenly among the branch ducts.
2. Adjust supply fan to maximum design airflow with the variable-airflow controller set at maximum airflow.
3. Set terminal units being tested at full-airflow condition.
4. Adjust terminal units starting at the supply-fan end of the system and continuing progressively to the end of the system. Adjust inlet dampers of each terminal unit to design airflow. When total airflow is correct, balance the air outlets downstream from terminal units as described for constant-volume air systems.
5. Adjust terminal units for minimum airflow.
6. Measure static pressure at the sensor.
7. Measure the return airflow to the fan while operating at maximum return airflow and minimum outside airflow. Adjust the fan and balance the return-air ducts and inlets as described for constant-volume air systems.

3.7 MOTORS

- A. Motors, 1/2 HP and Larger: Test at final balanced conditions and record the following data:
 1. Manufacturer, model, and serial numbers.
 2. Motor horsepower rating.
 3. Motor rpm.
 4. Efficiency rating if high-efficiency motor.
 5. Nameplate and measured voltage, each phase.
 6. Nameplate and measured amperage, each phase.
 7. Starter thermal-protection-element rating.
- B. Motors Driven by Variable-Frequency Controllers: Test for proper operation at speeds varying from minimum to maximum. Test the manual bypass for the controller to prove proper operation. Record observations, including controller manufacturer, model and serial numbers, and nameplate data.

3.8 TEMPERATURE TESTING

- A. During testing, adjusting, and balancing, report need for adjustment in temperature regulation within the automatic temperature-control system.
- B. Measure indoor wet- and dry-bulb temperatures every other hour for a period of 2 successive 8-hour days, in each separately controlled zone, to prove correctness of final temperature settings. Measure when the building or zone is occupied.
- C. Measure outside-air, wet- and dry-bulb temperatures.

3.9 TEMPERATURE-CONTROL VERIFICATION

- A. Verify that controllers are calibrated and commissioned.
- B. Check transmitter and controller locations and note conditions that would adversely affect control functions.
- C. Record controller settings and note variances between set points and actual measurements.
- D. Verify operation of limiting controllers (i.e., high- and low-temperature controllers).
- E. Verify free travel and proper operation of control devices such as damper and valve operators.
- F. Verify sequence of operation of control devices. Note air pressures and device positions and correlate with airflow and water-flow measurements. Note the speed of response to input changes.
- G. Confirm interaction of electrically operated switch transducers.
- H. Confirm interaction of interlock and lockout systems.
- I. Verify main control supply-air pressure and observe compressor and dryer operations.
- J. Record voltages of power supply and controller output. Determine if the system operates on a grounded or nongrounded power supply.
- K. Note operation of electric actuators using spring return for proper fail-safe operations.

3.10 TOLERANCES

- A. Set HVAC system airflow and water flow rates within the following tolerances:
 - 1. Supply, Return, and Exhaust Fans: Plus 5 to plus 10 percent.
 - 2. Air Outlets and Inlets: 0 to minus 10 percent.
 - 3. Heating-Water Flow Rate: 0 to minus 10 percent.
 - 4. Cooling-Water Flow Rate: 0 to minus 5 percent.

3.11 REPORTING

- A. Initial Construction-Phase Report: Based on examination of the Contract Documents as specified in "Examination" Article above, prepare a report on the adequacy of design for systems' balancing devices. Recommend changes and additions to systems' balancing devices to facilitate proper performance measuring and balancing. Recommend changes and additions to HVAC systems and general construction to allow access for performance measuring and balancing devices.

- B. Status Reports: As Work progresses, prepare reports to describe completed procedures, procedures in progress, and scheduled procedures. Include a list of deficiencies and problems found in systems being tested and balanced. Prepare a separate report for each system and each building floor for systems serving multiple floors.

3.12 FINAL REPORT

- A. General: Typewritten, or computer printout in letter-quality font, on standard bond paper, in 3-ring binder, tabulated and divided into sections by tested and balanced systems.
- B. Include a certification sheet in front of binder signed and sealed by the certified testing and balancing engineer.
 - 1. Include a list of the instruments used for procedures, along with proof of calibration.
- C. Final Report Contents: In addition to the certified field report data, include the following:
 - 1. Pump curves.
 - 2. Fan curves.
 - 3. Manufacturers' test data.
 - 4. Field test reports prepared by system and equipment installers.
 - 5. Other information relative to equipment performance, but do not include approved Shop Drawings and Product Data.
- D. General Report Data: In addition to the form titles and entries, include the following data in the final report, as applicable:
 - 1. Title page.
 - 2. Name and address of testing, adjusting, and balancing Agent.
 - 3. Project name.
 - 4. Project location.
 - 5. Architect's name and address.
 - 6. Engineer's name and address.
 - 7. Contractor's name and address.
 - 8. Report date.
 - 9. Signature of testing, adjusting, and balancing Agent who certifies the report.
 - 10. Summary of contents, including the following:
 - a. Design versus final performance.
 - b. Notable characteristics of systems.
 - c. Description of system operation sequence if it varies from the Contract Documents.
 - 11. Nomenclature sheets for each item of equipment.
 - 12. Data for terminal units, including manufacturer, type size, and fittings.

13. Notes to explain why certain final data in the body of reports vary from design values.
 14. Test conditions for fans and pump performance forms, including the following:
 - a. Settings for outside-, return-, and exhaust-air dampers.
 - b. Conditions of filters.
 - c. Cooling coil, wet- and dry-bulb conditions.
 - d. Fan drive settings, including settings and percentage of maximum pitch diameter.
 - e. Inlet vane settings for variable-air-volume systems.
 - f. Settings for supply-air, static-pressure controller.
 - g. Other system operating conditions that affect performance.
- E. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present with single-line diagrams and include the following:
1. Quantities of outside, supply, return, and exhaust airflows.
 2. Water and steam flow rates.
 3. Duct, outlet, and inlet sizes.
 4. Pipe and valve sizes and locations.
 5. Terminal units.
 6. Balancing stations.
- F. Equipment Test Reports: For all equipment tested:
1. Unit Data: Include the following:
 - a. Unit identification.
 - b. Location.
 - c. Make and type.
 - d. Model number and unit size.
 - e. Manufacturer's serial number.
 2. Motor Data: Include the following:
 - a. Make and frame type and size.
 - b. Horsepower and rpm.
 - c. Volts, phase, and hertz.
 - d. Full-load amperage and service factor.
 3. Test Data: Include design and actual values for the following: (all elements of the system that were tested, including air and water flows, static pressures, pump hoods, inlet and outlet static pressures, inlet, outlet pressure type of coils, raws, circuits face areas, inlet, outer wet bulb, dry bulb temperatures, duct sizes tested, inlet and outlet flows temperatures and pressures and all other pertinent data. The report to be organized per each item tested.)
 - a. Total rate in cfm, gpm and lbs/hr.
 - b. Total system static pressure in inches wg.

- c. Fan rpm.
- d. Discharge static pressure in inches wg.
- e. Filter static-pressure differential in inches wg.
- f. Preheat coil static-pressure differential in inches wg.
- g. Cooling coil static-pressure differential in inches wg.
- h. Heating coil static-pressure differential in inches wg.
- i. Outside airflow in cfm.
- j. Return airflow in cfm.
- k. Outside-air damper position.
- l. Return-air damper position.
- m. Vortex damper position.

G. Instrument Calibration Reports: For instrument calibration, include the following:

- 1. Report Data: Include the following:
 - a. Instrument type and make.
 - b. Serial number.
 - c. Application.
 - d. Dates of use.
 - e. Dates of calibration.

3.13 ADDITIONAL TESTS

- A. Within 120 days of completing testing, adjusting, and balancing, perform additional testing and balancing to verify that balanced conditions are being maintained throughout and to correct unusual conditions.
- B. Seasonal Periods: If initial testing, adjusting, and balancing procedures were not performed during near-peak summer and winter conditions, perform additional inspections, testing, and adjusting during near-peak summer and winter conditions.

END OF SECTION 15590